



**CITY OF ARVADA, COLORADO**  
**P.O. BOX 8101**  
**ARVADA, CO 80001-8101**  
**Telephone: 720-898-7435**  
**Facsimile: 720-898-7437**

**REVOCABLE PERMIT APPLICATION**  
**\$50.00**

Dear Applicant:

Attached is an application form for a revocable encroachment license. It is typically used when you wish to construct a fence, sign, or other structure in the city of Arvada's public right-of-way or other property. The City requires this license for legal protection from liability. The license is revocable, which means that the City has the authority to recall the license if it needs use of the right-of-way or if the terms of the license are not followed.

Please follow these steps in making your application:

1. Fill out the application.
2. Attach a site plan showing where the fence, sign or structure will be located (a sample site plan is attached).
3. Provide a certificate of insurance naming the City of Arvada as an additional insured. If you have questions regarding obtaining this insurance, please contact our Risk Management Office at 720-898-7590.

Once all of these items have been submitted, our Community Development Department will prepare a License Agreement with specific terms and conditions. We will contact you when your specific agreement is ready for you to sign and have notarized.

Finally, the Arvada City Council must approve the license under their consent agenda; therefore, everything must be completed at least two weeks in advance of a City Council meeting. The City Council meets the first and third Monday of every month.

**If you have any further questions, please contact our Community Development Department at 720-898-7435.**



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## APPLICATION FOR REVOCABLE PERMIT

The purpose of a revocable permit is when a person seeks to erect a fence, wall, sign or other structure on public property or within a public right-of-way. If a permit is approved, the applicant understands that the permit may be revoked by the City of Arvada at anytime.

The applicant must be the owner of the property, and all owners must sign the application.

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Applicant(s) Name: \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_

Business \_\_\_\_\_

**Provide a brief description of location of the proposed use, the height and length and additional details regarding the proposed request. Provide a site plan drawing (to scale).**

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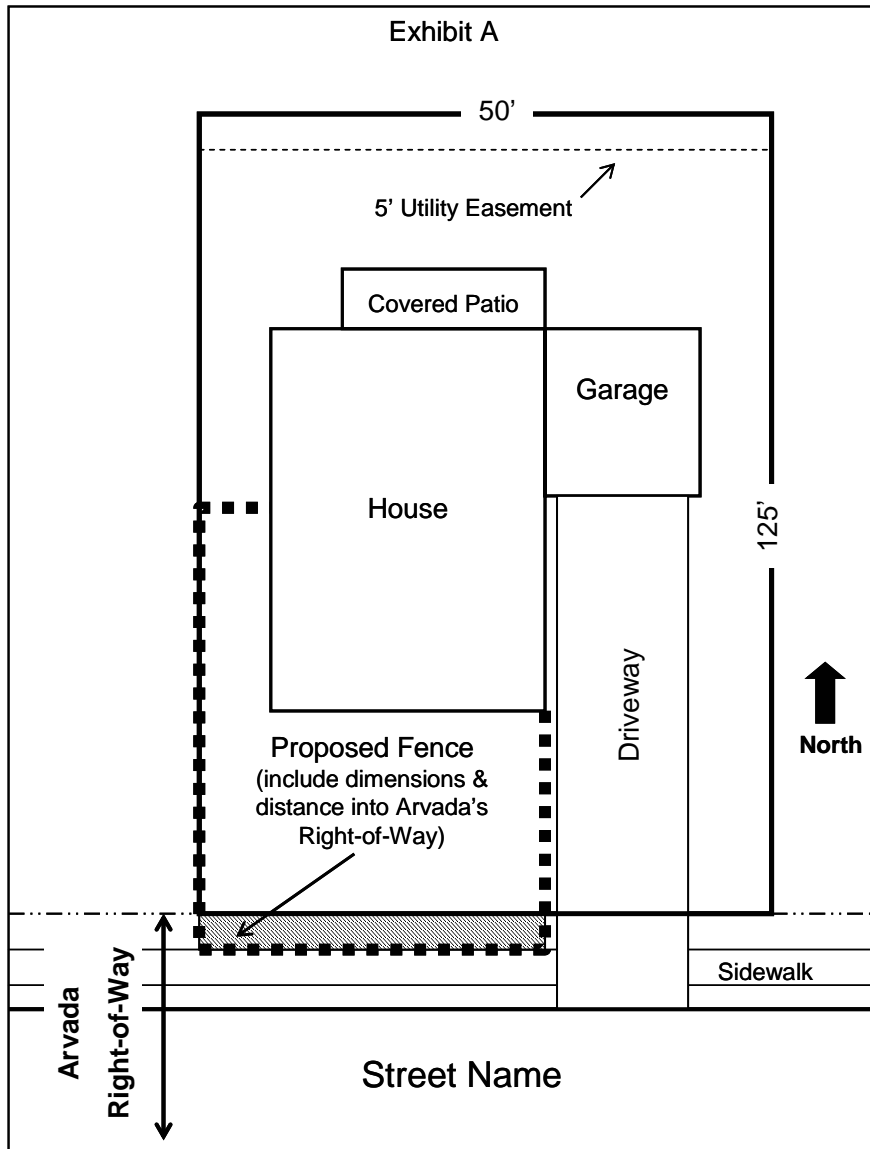
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# Revocable Permit Site Plan Requirements

1. Name drawing (Exhibit A, B, C etc.)
2. Draw property boundary, Arvada Right-of-Way (ROW), sidewalks (if applicable), and all adjacent streets
3. Indicate lot and existing structure (house, garage, shed, driveway, etc.) dimensions
4. Include North Arrow
5. Show all easements that exist on the lot
6. Clearly draw dimensions of the encroaching object (fence, wall, planter, etc.) and the distance and extent of encroachment into Arvada's ROW.

## Site Plan Example (Ask staff for assistance if needed)





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## **REQUIREMENTS WHEN FILING CERTIFICATES OF INSURANCE**

***PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS***

**Please give these instructions to your insurance agent**

<b>ADDITIONAL INSURED</b>	<b>City of Arvada must be added as Additional Insured with regard to Personal Liability.</b>
<b>DESCRIPTION OF OPERATIONS</b>	<b>Revocable permit for fence or other improvement on City of Arvada property.</b>
<b>COVERAGE, LIMITS AND TERM</b>	<b>Limit on Personal Liability coverage on Homeowner's policy will be accepted as written.</b>
<b>SIGNATURE</b>	<b>Certificate must be signed by a licensed representative of the insurance company.</b>
<b>CARRIER</b>	<b>Insurance company must be rated B+ or better, according to <i>Best's Key Rating Guide</i>.</b>

**Please call 720-898-7595 with any questions**