



Application For Encroachment

Date Received

Tax Map No. Zoning District: Base/Overlay

Property Address

Applicant Name

Applicant Address

City State Zip Code Phone # Cell #

Property Owner if Not Applicant

Address of Owner

City State Zip Code Phone # Cell #

Reason for Encroachment Request

Size of Structure Square Feet Height of Structure Feet Inches

Maximum projection from building Feet Inches

Maximum projection over public sidewalk, right-of-way, or public property Feet Inches

Clearance above sidewalk Feet Inches

Width of sidewalk measured from the building Feet Inches

Checklist For Submission

- Survey of Property, Delineating Dimensions of Encroachment
- Certificate of Liability Insurance
- Building Plans and specifications
- Sign Permit Application, if applicable
- Indemnification and Hold Harmless Agreement (signature on back of form)

I attest by my signature that I have read and understand the regulations of this encroachment application as outlined on the back of this form. I hereby agree to comply with the regulations set forth by the Code of the City of Roanoke (1979), as amended, and the provisions of the Virginia Uniform Statewide Building Code, as Amended.

Signature of Applicant Date

Signature of Property Owner, if different from applicant Date

Office Use Only

Application Accepted by (Zoning Official) Date

Authorized and approved by Date

(Signature of City Manager or approved designee)

Planning Building & Development 215 Church Ave., SW, Room 170 Roanoke, VA 24011

Phone: (540) 853-1090 www.roanokeva.gov permitcenter@roanokeva.gov

Signs or other appendages of a building projecting over sidewalks, streets, alleys or other public property:

* No sign, marquee, awning, canopy, fire escape, cornice, bay window, clock, thermometer or other appendage attached to a building shall be attached to, or placed on or project over any sidewalk, street alley or other public property, except in conformance with the provisions of the Virginia Uniform Statewide Building Code, as amended.

* No sign projecting over any sidewalk, street, alley or other public property shall project more than:

- 48 inches from property line in the area of 10 to 30 feet above ground level;
- 60 inches from the property line in the area of 30 to 40 feet above ground level; and
- 72 inches from the property line in the area above 40 feet above ground level.

However, signs not exceeding 2-1/2 square feet of display surface and not extending over 30 inches from the building line may be erected with not less than 90 inches clearance above the ground.

* All signs projecting over any sidewalk, street, alley, or other public property shall be rigidly secured to the building or structure, and swinging signs are prohibited.

* Within an area of the city with an overlay zoning of H-1, Historic Downtown Overlay District, or H-2, Historic Neighborhood Overlay District, all appendages to buildings which are attached to, placed on or project over any sidewalk, street, alley or other public property shall be the subject of a Certificate of Appropriateness issued in compliance with Chapter 36.2 Zoning, of the Code of Roanoke (1979), as amended.

Liability Insurance: Any person owning any sign, marquee, awning, canopy, fire escape, cornice, bay window, clock, thermometer or other appendage to a building erected in whole or in part over any sidewalk, street, alley or public property, and for the erection of which a permit is required pursuant to the provisions of the Virginia Uniform Statewide Building Code, shall acquire and maintain in effect a commercial general liability insurance policy which serves to insure the city and its officers, employees and agents against liability resulting from the erection, existence, maintenance, inspection and removal of such sign, marquee, awning, canopy, or other appendage to a building. Such insurance policy shall be one issued by an insurance company authorized to do business in the Commonwealth of Virginia and shall provide at a minimum \$500,000 per occurrence for bodily injury, including death, property damage and personal and advertising injury. Such certificate of insurance must be filed with this encroachment application, and must be approved by the Office of Risk Management prior to the issuance of any required permit for any sign, marquee, awning, canopy, fire escape, cornice, bay window, clock, thermometer or other appendage to a building which is to be erected in whole or in part over any sidewalk, street, alley or public property. Said certificate and policy shall contain a provision binding upon issuing company agreeing to give the building official at least 30 days prior notice in writing of any cancellation, alteration or termination of such policy or any intent to do so. In the event that such policy is cancelled, altered or terminated and the policyholder fails to obtain a similar policy, the building official shall refer such noncompliance to the City Attorney for appropriate legal action to ensure compliance, including having the sign, marquee, awning, canopy, or other appendage to building in question removed, if necessary.

Indemnification and Hold Harmless Agreement: In making this application for encroachment , the owner, its officers, agents, assigns, and successors in interest of any sign, marquee, awning, canopy, fire escape, cornice, bay window, clock, thermometer or other appendage to a building to be erected over any sidewalk, street, alley or public property hereby indemnify and hold harmless the City of Roanoke and its officers, agents, and employees from any and all claims, legal actions, and judgments advanced against the city and for any expense the city may incur in this regard, arising out of the encroachment permitted.

Signature of Property Owner Date

Discontinuance of encroachments: The City Manager reserves the right under section 15.2-2010, Code of Virginia (1950), as amended, to cause any encroachment on or over public property by any sign, marquee, awning, canopy, clock, thermometer or other appendage to a building to be discontinued at any time for good cause and at the expense of the then owner of the encroaching projection.