



**REQUIREMENTS FOR ENCROACHMENT PERMIT APPLICATION  
INFORMATION BULLETIN NO. 106**

June 16, 1998 (Revised September 11, 2009)

City Planning & Development - Development Services (CPD-DS)

City of Kansas City, Missouri <http://www.kcmo.org/codes/>

Chapter 18, Kansas City Building and Rehabilitation Code, Code of Ordinances, Section 18-40, Section 3201, requires that an encroachment permit be obtained to allow construction of any part of a building or structure in, on, or over the public right-of-way, except as allowed without an encroachment permit by Section 3201.4 Exceptions. .

The procedure for requesting a permit authorizing an encroachment in public right-of-way is as follows:

1. Submit a letter of request and two (2) sets of plans to the City Planning & Development - Development Services, attn: Division Manager of Permits, 5th Floor, City Hall, 414 E 12th Street, Kansas City, Missouri 64106, telephone number, (816) 513-1500 (Option 3).

An application fee of \$ 131.00 per Section 18-20 is due at the time of submittal of the request to CPD-DS. Payments may be made by cash, check (payable to "City Treasurer"), or credit or debit cards.

2. The letter should contain the following information:
  - A. Name and address of the owner of the installation.
  - B. Project name and project address.
  - C. Description of the project.
  - D. Detailed reason and use for the proposed encroachment.
  - E. Applicant's name, address and telephone number and e-mail address.
3. The two (2) sets of plans shall indicate the following:
  - A. Name and address of the owner of the installation.
  - B. Project name, address and legal description of the property adjoining the proposed encroachment.
  - C. Drawing scale, North arrow and names of adjacent streets and alleys.
  - D. Plan and elevation views of the installation along with details of construction, cross-sections and construction notes as required. The plan should dimension clearances above sidewalks and streets, location of property lines, projection into the street right-of-way (measured perpendicular to the right-of-way line), distance from curb to encroachment, all in accordance to the requirements of Chapter 18, Code of General Ordinances, Section 18-40, Section 3201.
  - E. Dimensions locating the encroachment in relation to street and/or easement right-of-way lines, property lines/lot lines sufficient to locate the encroachment with reference to property corners or street/alley intersections.

## **OTHER REQUIRED SUBMITTALS**

4. For encroachments above grade level, obtain approval from the Municipal Art Commission. The instructions for obtaining a review and the form are located at the following link.

[http://www.kcmo.org/cimo/Project\\_Encroachment\\_Form.pdf](http://www.kcmo.org/cimo/Project_Encroachment_Form.pdf)

5. Letters of consent from each public agency and utility stating that the proposed encroachment will not interfere with their facilities in the public right-of-way shall be submitted. A list of city departments, utility companies and their authorized representatives, along with the form letter to be used is attached to this information bulletin.
6. Submit an insurance certificate meeting the requirements shown on Exhibit "A" attached.
7. Upon satisfactory receipt of the above information, the application will be reviewed and an encroachment permit shall be issued.
8. The applicant is advised that the City is authorized to impose an annual encroachment license fee based on subsection 3201.6 of section 18-40 . Such fee shall be payable at the time of the encroachment permit issuance.
9. The total time from receipt of a complete application package to approval is approximately one (1) week, after which any necessary permits may be issued for the construction of the encroachment. The applicant may submit plans for building permits concurrently with the application for encroachment permit to expedite building permit issuance.
10. The encroachment permit issued is valid for a period of one (1) year and shall be renewed annually if the encroachment continues to be in place. Renewal of encroachment permits require payment of annual fees and a current insurance certificate meeting the requirements of Exhibit "A" attached. Failure to renew encroachment permits will result in a notice to remove the encroachment for which the encroachment permit was issued.
11. The applicant is advised that authorization for an encroachment shall be construed as a permit and not a grant and may be revoked by the City at any time; and upon revocation, the permittee or the owner of the property, shall cause the removal of same and any necessary construction to protect public property shall be done without expense to the City.

Please feel free to contact the Permits Division at (816) 513-1500 (Option 3), if you have any further questions on this procedure. The status of encroachment permit applications and existing approved encroachments can be verified online at <http://www.kcmo.org/codes>, click KivaNet and then look up permit type CPOE – Encroachment Permit.

**DEPARTMENT OF CITY PLANNING & DEVELOPMENT, KANSAS CITY, MISSOURI  
EXHIBIT "A"**

**ENCROACHMENT INSURANCE REQUIREMENTS**

The owner of the facility shall keep in force an insurance policy for the duration of the encroachment. Two (2) copies of an insurance certificate and the municipality additional named insured evidencing the insurance coverage shall be sent to:

City Planning & Development  
Development Services  
attn: Division Manager of Permits  
5th Floor, City Hall  
414 East 12th Street  
Kansas City, Missouri 64106

The following language is suggested for the endorsement.

"MUNICIPALITY, ADDITIONAL-NAMED INSURED"

"It is agreed that such insurance as is afforded by the policy of insurance described below and on the Certificate of Insurance to which this endorsement is attached, is extended to include the City of Kansas City, Missouri, as an additional insured, to the limits of coverage hereinafter specified with respect to said City's liability in connection with the construction, existence, maintenance, repair or removal of

(encroachment description)

at the location of     (address or location)    

for the owner                     (legal name of owner)                    

as authorized by permits issued by the City of Kansas City, Missouri to the insured, pursuant to the applicable provisions of Chapter 18 and Chapter 64, Code of Ordinances, insofar as such provisions apply hereto."

It is further agreed that the limits of liability for coverage provided for in this endorsement shall be as follows:

Injury:	\$100,000.00 Each Person
Personal Injury:	\$300,000.00 Each Occurrence
Property:	\$ 50,000.00 Each Occurrence
	\$100,000.00 Aggregate or
Combined Single Limits:	\$500,000.00

**Notice is hereby given that the insurance carrier will not, prior to normal expiration date, terminate, or reduce such insurance as is afforded under the policy described herein, and in the Certificate of Insurance to which this endorsement is attached, prior to ten (10) days after such termination or reduction notice has been mailed to City Planning & Development - Development Services, 414 East 12th Street, Kansas City, Missouri 64106.**

**DEPARTMENT OF CITY PLANNING & DEVELOPMENT, KANSAS CITY, MISSOURI**  
**DEVELOPMENT SERVICES**  
**PUBLIC UTILITY REVIEW FORM: IB-106 Part A**  
**PRIVATE INSTALLATION ON PUBLIC RIGHT-OF-WAY**

Please review the proposed private installation on public right-of-way to determine if there will be any conflicts with your company's facilities and return the completed form to the applicant. Place a check mark on the company/department you represent.

<b>Public Works Department Street and Traffic Division</b> <input type="checkbox"/> Attn: Wei Sun 19 <sup>th</sup> Floor, City Hall 414 East 12 <sup>th</sup> Street Kansas City, MO 64106 816-513-2677(FAX)816-513-2712 Wei_sun@kcmo.org	<b>Parks and Rec. Department Planning Services Division</b> <input type="checkbox"/> attn: Stephen Abbott 4600 E. 63rd Street Kansas City, MO 64130 816-513-7622(FAX) 816-513-7602 (For Boulevards or Parkways only) Stephen_abbott@kcmo.org	<b>Water Services Department Systems Engineering Division Water Main Extensions</b> <input type="checkbox"/> attn: William Wright 4800 E. 63rd Street Kansas City, MO 64130 816-513-0507(FAX)816-513-0288 William_wright@kcmo.org
<b>Missouri Gas Energy</b> <input type="checkbox"/> attn: Donnie Richards 7500 E 35 <sup>th</sup> Terrace Kansas City, MO 64129 816-472-9464(FAX)816-472-3488 Donnie.richards@sug.com	<b>Trigen Energy Corporation</b> <input type="checkbox"/> attn: Jeff Dykes 115 Grand Boulevard Kansas City, MO 64106 816-889-4909(FAX)816-842-4272 jdykes@trigen.com	<b>Public Works-Streetlight Svcs</b> <input type="checkbox"/> attn: David Ferrara 1311 Chouteau Traffic way Kansas City, MO 64120 816-513-9500(FAX)816-513-9549 Dave_ferrara@kcmo.org
<b>Embarq</b> <input type="checkbox"/> attn: Randy Leach P O Box 615 Warrensburg, MO 64093-7913 660-429-7048(FAX)660-429-6636 (depending upon service area) Randy.leach@embarq.com	<b>Kansas City Power and Light Company</b> <input type="checkbox"/> attn: Nathan Michael P.O. Box 418679 Kansas City, MO 64141 816-245-3659(FAX)816-245-3623 Nathan.michael@kcpl.com	<b>Time Warner Cable Construction Department</b> <input type="checkbox"/> Attn: Greg Thomas 8221 W 119 <sup>th</sup> Street Overland Park, KS 66213 913-643-1950(Fax) 913-451-7652 Greg.thomas@twcable.com
<b>AT&amp;T</b> <input type="checkbox"/> attn: Glenda Charles 1425 Oak Street, Kansas City, MO 64106 816-365-1669(FAX)816-275-1109 gc6954@att.com	<b>Sprint</b> <input type="checkbox"/> attn: David Stueven Code: KS00HK0210-2A470 6100 Sprint Parkway Overland Park, KS 66251-6113 913-794-8276(FAX)913-523-8337 David.j.stueven@sprint.com	

**UTILITY COMMENTS**

THIS UTILITY/AGENCY: [ ] not in our area [ ] has no objections [ ] has objections (see comments)

\_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Name - Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_

**INSTALLATION**

Address or Location: \_\_\_\_\_

Project or Building Name: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Description of Installation: \_\_\_\_\_

\_\_\_\_\_