



**City of Wilmington**  
 Engineering  
 212 Operations Center Drive  
 Wilmington, NC 28412  
 910 341-7807  
 910 341-5881 fax  
 wilmingtonnc.gov  
 Dial 711 TTY/Voice

## ENCROACHMENT APPLICATION

\_\_\_\_\_ **Date**

**TYPE:**            **Circle One - DeMINIMUS/MINOR / MAJOR**

**Applicant:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Agent:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Address of Encroachment:** \_\_\_\_\_  
 \_\_\_\_\_

**Reason for Encroachment Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please Submit with this Completed Form:**

1. Brief narrative describing the encroachment request on a separate sheet of paper.
2. \$200 fee for Minor/Major or \$10 fee for DeMinimus payable to the City of Wilmington.
3. Site plan drawn to scale that accurately depicts the encroachment request on 8½"x11" or 11"x17" paper
4. Location map that locates the site in the City limits.

**Return mail Documents to:**

*(Name of Plan Review Engineer)*  
 City of Wilmington- Engineering  
 P.O. Box 1810  
 212 Operations Center Dr.  
 Wilmington, NC 28402-1810

**For reference, see City Ordinance:**

*Sec. 18-697- Encroachment by building, fence, wall or structure.*