



City of Traverse City

**APPLICATION FOR ENCROACHMENT/SALE OF CITY PROPERTY/
RELINQUISHMENT OF CITY EASEMENT**

City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684 (231) 922-4460 Fax (231) 922-4457

Applicant Name: _____ **Phone:** _____

Applicant Email: _____

Address: _____
Street City State Zip

Property Owner Name: _____ **Phone:** _____

Authorized Signatory of Property Owner: _____ **Title:** _____

- Type of request (please check one):** Encroachment
 Sale of City Property
 Relinquishment of City Easement

Description/location/nature of request: _____

Applicant Signature: _____ **Date:** _____

The following are required in order to be considered for this request:

- _____ Letter describing your request addressed to the City Engineer.
- _____ Survey prepared by a Licensed Surveyor detailing the nature and the extent of the request.
- _____ Legal description of the property owned.
- _____ Legal description of proposed encroachment/city property/city easement.
- _____ Certification that property owner is not delinquent in paying any debt owed to or collected by the City.

(Office Use Only)

Non-refundable \$475.00 Application Fee received on: _____

Staff review by Engineering, Clerk's Office, Planning/Zoning, Assessor, Light & Power, Streets, Water/Sewer Maintenance, Manager's Office completed on: _____

Approval of Permission by City Commission on: _____