



**Town of New Castle Administration Department**

450 W. Main Street **Phone:** (970) 984-2311

PO Box 90 **Fax:** (970) 984-2716

New Castle, CO 81647 [www.newcastlecolorado.org](http://www.newcastlecolorado.org)

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**CHECKLIST  
PRIVATE ENCROACHMENT PERMIT**

Authority: New Castle Municipal Code § 12.20.100

**The following items must be submitted to the Town Clerk:**

- Development Application
- Narrative description of the purpose of the request, nature of the use, duration, impacts and the location requested; the statement shall include reference to the impact on pedestrian access and travel
- Proof of legal ownership of all property involved
- \$150.00 Non-refundable Application fee
- Complete site plan, drawn to scale, illustrating:
  - Boundary and size of site
  - Principal and accessory building or structure location, height and setbacks
  - Fencing, landscaping and screening
  - Location and size of easements, power poles, fire hydrants, gas lines, trails, water and sewer lines and other items which might impact the property, as well as anticipated utility requirements
  - Irrigation system
- Detailed plan for cleanup, restoration of the area to its original condition and repair of any damage. The Town Administrator may require posting of a deposit to ensure that cleanup is completed and/or damage is repaired in a timely fashion.
- If deemed necessary by the Town Administrator, provisions for adequate liability insurance with an endorsement naming the Town as a co-insured party in such amount as the Town Administrator may reasonably specify depending on the type and size of the encroachment.
- If required, the applicant shall execute an agreement indemnifying the Town and holding the Town harmless against any and all damages to property or persons resulting from the encroachment.
- As deemed necessary by the Town Administrator, execution of an agreement in a form acceptable to the Town Attorney to pay costs incurred by the Town associated with the encroachment including, but not limited to, police services, public works services, fire services, ambulance services, and other administrative costs associated with approving and/or serving the encroachment.
- Any additional information that may be required by the Town Administrator