



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

Applicable Fees Paid: _____

Town of Manila

Right-of-Way Encroachment Permit Application

Applicant Checklist

Purpose of this checklist:

This checklist is provided to help applicants and contractors ensure all necessary project descriptions, location details, supporting documentation, and contractor licensing information are complete prior to submitting a Right-of-Way Encroachment Permit Application to the Town of Manila. Completing this checklist helps ensure a smooth review process and avoids unnecessary delays in obtaining public works approval.

1. General Application Requirements

- ☐ Date of application recorded.
- ☐ Applicable permit fee paid.

2. Applicant Contact Details

- ☐ **Applicant Information Provided:**
 - ☐ Full name
 - ☐ Firm name (if applicable)
 - ☐ Street address, City, State, and Zip code
 - ☐ Phone number
 - ☐ Email address

3. Scope of Right-of-Way Work Selected

- ☐ Indicated the type of work to be performed in the Town Right-of-Way:
 - ☐ Residential access or accessory access
 - ☐ Any alteration of the roadway surface
 - ☐ Shoulder or drainage work



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- ☐ Utility installation
- ☐ Other (specified)

4. Required Attachments & Submittal Documents

- ☐ **Plans & Visuals:** Site plan, project description, and/or complete plan sets attached showing all work to be completed in the right-of-way.
- ☐ **Authorization / Representation Documentation:** Agent letter, LLC paperwork, or other evidence attached demonstrating the legal right to perform work within any portion of the Town right-of-way where the underlying property is not owned by the Town.

5. Project & Property Details

- ☐ Written project description provided.
- ☐ County Parcel Number provided.
- ☐ Specific project location described.
- ☐ Approximate Start Date provided.
- ☐ Approximate Completion Date provided (used to set the permit expiration date).

6. Contractor Credentials & Information

- ☐ Contractor / Company Name provided.
- ☐ Contractor License Number provided.
- ☐ Contractor contact phone number provided.
- ☐ Contractor mailing address provided.
- ☐ Contractor email address provided.

Statutory & Code References

Town of Manila Code & Ordinances

- **Public Right-of-Way Encroachment Ordinance:** Regulates permanent and temporary encroachments, access driveways, utility connections, and physical alterations within town-dedicated rights-of-way, shoulders, and drainage easements.



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- **Public Works Infrastructure & Drainage Standards:** Establishes engineering guidelines for driveway cutbacks, shoulder stabilization, storm drainage modifications, and protection of public infrastructure during work in rights-of-way.
- **Zoning Ordinance § 505 (Site Plans & Right-of-Way Access):** Mandates clear legal authorization, site plan submittals, and designated access easements when accessing municipal roadways across non-owned or dedicated property.
- **Permit Expiration & Maintenance Standards:** Establishes expiration dates based on estimated project completion dates and holds contractors liable for restoring right-of-way surfaces to equal or superior condition.

Utah Code Annotated (UCA)

- **UCA Title 54, Chapter 8a (Damage to Underground Utility Facilities / Blue Stakes):** Mandates that any party conducting utility installation, surface alteration, or excavation within public rights-of-way notify Utah 811 (Blue Stakes) prior to commencing work.
- **UCA § 10-8-14 & § 10-8-15:** Establishes municipal authority to control, regulate, grade, lay out, and protect municipal streets, sidewalks, easements, and public rights-of-way.
- **UCA § 72-7-102 et seq. (Protection of Highways & Excavations):** Regulates permits, safety requirements, and liability for activities impacting public thoroughfares, shoulders, and right-of-way drainage systems.
- **UCA § 58-55-101 et seq. (Utah Construction Trades Licensing Act):** Requires contractors performing work in public rights-of-way to maintain proper licensing and registration with the State of Utah Division of Professional Licensing (DOPL).

Important Reminder

No excavation, utility installation, surface alteration, or drainage work may begin within the Town of Manila right-of-way until the encroachment permit has been officially approved and issued by the Town.

Town of Manila, Utah

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Manila, Utah 84046

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