



**Vandalia**<sup>ohio</sup>  
small city. big opportunity.

PERMIT APPLICATION FOR  
IMPROVEMENTS ON CITY EASEMENTS

I, \_\_\_\_\_, being the owner of  
the property located at \_\_\_\_\_,  
request permission to encroach upon an established City easement. Said encroachment  
will consist of \_\_\_\_\_

(Description – type and extent)

within existing \_\_\_\_\_

(Define type & size of easement or right-of-way)

I am aware of the restrictions and conditions of Chapter 1026.03(a) and (b) of the  
Codified Ordinances of the City of Vandalia.

**“Chapter 1026.03**

(a) No improvement of any kind shall be constructed upon any easement owned  
by the City unless the owner of the real estate upon which the easement is situated shall  
obtain a permit to make such improvement. Such permit shall be issued by the proper  
official of the City. The permit shall not be issued until the owner submits the requisite  
plans and specifications, if any, of the proposed improvement, together with an  
agreement that such improvement shall be considered temporary and may be removed,  
without cost to the City, in the event such removal is deemed necessary by the City  
officials, and that reconstruction or repair, if any, shall be at the sole cost of the property  
owner. “Improvement,” as used herein, means construction of any type, including  
paving.

(b) The permit and conditions attached thereto set forth in subsection (a) hereof  
shall be binding upon the owner, his or her successors, heirs, administrators, executors  
and/or assigns.”

I understand that in the event removal of said encroachment is deemed  
necessary by the City officials, removal shall be made without cost to the City and that  
all reconstruction or repair shall be at the sole cost of the property owner. I further  
acknowledge responsibility for obtaining releases from other utilities (e.g. – gas, electric,  
telephone, etc.) who may have an interest in the affected easement/right-of-way prior to  
issuance of this permit.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Issued by:

\_\_\_\_\_  
Date: \_\_\_\_\_