

CITY OF PORT ST. LUCIE
PUBLIC WORKS DEPARTMENT
Residential Revocable Encroachment
Permit Application



Complete the following with legible printing in ink or typed and forward this application along with the required attachments to the City of Port St. Lucie Public Works Department. Illegible applications or attachments will be returned to the applicant. The City will complete the required paperwork and have the document recorded.

Present Owner(s) of Record: _____

Property Address: _____

Parcel ID Number: _____

Property Legal Description:

LOT(S): _____

BLOCK: _____

SECTION: _____

Contact Name and Number: _____

Required Attachments with Application

1. Written Request from Property Owner – Name, Address, and phone number included.
2. Original Notarized Signature Page.
3. Copy of the Current Recorded Deed.
4. A legible 8-1/2- x 11 or 8-1/2 x 14-inch site plan (use appropriate scale) clearly showing the following information:
 - a. Sealed Survey showing improvements in the easement
 - b. Signed and Sealed description of the area in the easement written by Licensed Surveyor
 - c. Legal Description
 - d. Label and Dimension the Easement
 - e. Label and Dimension “Encroachment” Feature on all sides
5. Letters from the Utility Companies giving permission for the encroachment (see attached)
6. A check for the application fee plus the recording fees made payable to the City of Port St. Lucie. The application fee is \$70.00 and the St. Lucie County Recording Fee is as follows: \$10.00 first page, \$8.50 each additional page. Total for Application and Recording Fees will be calculated by the Public Works Department. **Total may vary based on number of pages being recorded.*

Minimum of 5 pages will be recorded: Permit 4 pages. Survey 1 or more pages

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Residential Revocable Encroachment



Utility Contacts and Phone Numbers

Comcast	Mr. Tim Korndoerfer Timothy_Korndoerfer@cable.comcast.com 692-0759 fax		
Bellsouth/AT&T	Mr. Ivan Arill	460-4441	466-5651 fax
Florida Power & Light	Ms. Vicky Holly	337-7025	337-7099 fax
Florida City Gas fax	Mr. Ron Mueller	321-638-3424	321-633-6733

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- **PROCESS**
 - o Public Works review
 - o Utility Department review
 - o Legal Department review
 - o Mayor's Signature
 - o Record at County
 - **ESTIMATED TIMEFRAME**
 - o 4-6 weeks

Check List

- Application
- Written Request from Property Owner, including name, address, phone number, and email address
- Copy of most recent deed
- Utility Company letters
- Notarized Owner's signature page of Revocable Encroachment Permit
- Site plan with required information and description of the area in the easement
- Cash or Check for the Application Fee plus the recording fees
Checks made payable to: City of Port St Lucie