

## Private Development Encroachment letter steps

5/22/24

A privately owned unpermitted item in the Right of Way (ROW) is considered an encroachment. When a private development project encounters encroachments that impact the required ROW improvements associated with the private development project, the encroachment must be removed from the ROW. To accomplish this, first an encroachment letter is sent from the City of Columbus. The private development design consultant shall:

- Establish ROW through survey and clearly depict the ROW line and encroachment on the plan set.
- Complete all of the sections in yellow on *PD Encroachment Letter Template* and remove all highlighting
- Produce a plan page exhibit clearly showing the ROW line and identifying any encroachment(s), see *PD Encroachment Plan page exhibit*
- Produce a photo exhibit from a field photo or Google Streetview circling and identifying the encroachment(s), *PD Encroachment photo exhibit*
- Provide the letter, plan page exhibit, and photo exhibit to the DPS ROW Manager Jerry Ryser at (JLRyser@columbus.gov), copying the DPS plan reviewer.
- The DPS ROW manager will send the encroachment letter on Columbus' behalf to the encroaching property owner and make the developer and plan reviewer aware of the date the letter was sent.
- If the encroachment has not been removed or contact made by the recipient by the deadline established on the letter, the developer's contractor may remove the encroachment as indicated on the approved plan. We ask that the contractor knock on the door to make direct contact with the resident to make them aware.