

**ENCROACHMENT  
& License to Use  
Agreement**

2020

**To Encroach in County Drain Easement**

1. Submit encroachment request in writing- include what specifically will be encroaching.
2. Submit plot plan showing what it is that is being requested - i.e. Fence, Deck, etc.  
\*Please Note: Plot Plan will need to show: site, encroachment, drain easement (name \* width), PIN (Property Identification #), and/or address.\*
3. Submit copy of driver's license or Michigan ID.
4. If this is for an LLC please provide verification as to the legal signer's identification - i.e. President, Member, etc.
5. A copy of deed is needed for proof of property ownership.

**Please be advised: the request will be reviewed by engineers for approval.**

The LTU requires a \$1,000,000.00 (One Million) personal liability clause as of 03.30.17.

Licensee shall purchase Public Liability and Bodily Injury and Property Damage Insurance in the amount of One Million (\$1,000,000) Dollars Comprehensive Single Limit. Licensee and said insurance shall protect, defend, hold harmless and indemnify the district against all claims for personal injuries or property damage resulting from and in connection with the use of the License Area by the Licensee for the Encroachment.

With respect to the property insured, the District shall be named as an additional insured under the terms of policy, (Commercial Properties) and a copy of said policy shall be provided the District annually.

Once approved applicant will be required to submit proof of this insurance.

Once proof of insurance is received, the agreement will be sent to applicant to have notarized.

**Fees**

- \$350.00 (Three Hundred) payable to **Macomb County Public Works**
- \$30.00 (Thirty) payable to **Register of Deeds** for recording

\* **Return to Macomb County Public Works along with the required checks for final review-after final review (approval), agreement will be recorded and a copy sent to applicant.**