

APPLICATION TO ENGINEERING DEPARTMENT

- Completed by property owner(s) or agent for owner(s).
- Include drawing of proposed location of structure.
- Engineering will review within approximately 30 business days.

We strongly suggest that the property owner(s) not schedule contractor to begin work until all necessary approvals/permits have been issued by the Engineering and Building/Planning/Zoning Departments.



ENGINEERING DEPARTMENT PREPARES EASEMENT ENCROACHMENT AGREEMENT

- We will notify property owner(s)/agent when this Agreement is ready for signature(s) and notarization.
- All property owners** must sign Agreement in front of a notary. Property owners are responsible for finding a notary.



ENGINEERING PERMIT WILL BE ISSUED

- Mail or drop off recorded agreement along with a check (payable to City of Wadsworth) to Engineering Department to pay \$46.50 for Medina County Recorder recording fee.
 - Engineering Department will record agreement with Medina County Recorder.
 - Recorded agreement, permit and receipt will be emailed to property owner(s).
- Contact Building/Zoning Department to complete applicable paperwork and pay fees to begin their approval process.

(PLEASE NOTE: Building/Zoning is a separate approval process from Engineering and will take additional time)



PROPERTY OWNER(S)/CONTRACTOR TO SCHEDULE INSPECTION ONCE STRUCTURE HAS BEEN INSTALLED

- Visit <https://www.wadsworthcity.com/FormCenter/Engineering-10/INSPECTION-SCHEDULING-67> or call (330) 335-2751 to schedule inspection.