



## LICENSE AGREEMENTS

### What is a License Agreement?

A license agreement permits a private party to encroach upon or construct site improvements within a public property or right-of-way. The agreement authorizes an owner or tenant to construct physical improvements within the public right-of-way. Some examples would be a subdivision identification sign placed in the street right-of-way or a private water line or fiber optic line placed underground within the right-of-way. Please note that construction within public rights-of-way is not permitted without an executed license agreement.

### The License Agreement Application Process.

License agreement applications are processed through the **Community and Development Services Department, Planning Division**. The first step is for the applicant to request a **pre-submittal meeting**. The applicant outlines the project to the appropriate city staff, and staff advises the applicant about review procedures, applicable codes and ordinances and parts of the proposal that may be problematic.

The applicant must submit a **site development plan and / or design plans** for the proposed improvements. After the plans and construction documents have been reviewed and all the improvements that are proposed to be placed in the public right-of-way have been identified, the applicant submits an **Application for License Agreement** and an **Application Fee\*** from the City of Salina Comprehensive Fee Schedule to the **Community and Development Services Department**. A permit technician will check-in in the application, prepare a receipt and route the application and plan(s) to staff for review. The plans are then distributed to right-of-way users such as public and franchise utilities for their comments. If there are no major objections from right-of-way users, the application is forwarded to the City Attorney, who works with staff to prepare an agreement. The proposed agreement is placed on the City Commission's agenda for consideration. The City Commission may approve the agreement, approve it subject to certain conditions or deny the request.

*\*For the current License Agreement application fee, please see the [Comprehensive Fee Schedule](#), Article VIII: Public Works, Other Engineering Fees.*



APPLICATION FOR A LICENSE AGREEMENT

DATE: \_\_\_\_\_

An application is hereby made for a license agreement to allow encroachment and improvements into and / or within the public right-of-way as described below. Please provide address, location or common description of the street or area requested for licensing and provide construction plans and a map of the area.

For the current License Agreement application fee, please see the Comprehensive Fee Schedule, Article VIII: Public Works, Other Engineering Fees.

Application for approval of a license agreement to allow the following encroachment into and / or improvements within the public right-of-way (list ALL items):

\_\_\_\_\_

Legal description of area(s) to be licensed (you may attach the legal description if it is lengthy):

\_\_\_\_\_

Have the encroachments / improvements been installed prior to this application?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Contractor who will execute this project:

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address Email (REQUIRED)

Name of responsible party that will carry out maintenance of encroachments / improvements:

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address Email (REQUIRED)



*If the listed contractor or maintenance responsibility changes, it is the applicant's responsibility to notify the City of Salina Planning Division at (785) 309.5720.*

Are there existing license agreements in place at this location?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If YES, please provide the date, name and location of the previous agreement:

\_\_\_\_\_

Site development plan / construction plans submittal date: \_\_\_\_\_

**License Agreement Applicant:** \_\_\_\_\_  
Name

\_\_\_\_\_

Contact Person

Phone

\_\_\_\_\_

Address

Email (REQUIRED)

**Landowner / Responsible Party:** \_\_\_\_\_  
Name

\_\_\_\_\_

Contact Person

Phone

\_\_\_\_\_

Address

Email (REQUIRED)

Licensee (Tenant), HOA or POA: \_\_\_\_\_  
Name

\_\_\_\_\_

Contact Person

Phone

\_\_\_\_\_

Address

Email (REQUIRED)



Description of Proposed Use of Right-of-Way:

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*I, the undersigned Owner / Tenant / Applicant / Agent, declare that the information provided in this application is valid and correct. I have read and understand that this application will be processed in accordance with the process for requesting a License Agreement and that no action on processing will be taken without payment of the non-refundable processing fee. I understand that acceptance of this application in no way obligates the City of Salina to license the subject area. I understand the purpose and value of the public right-of-way, and that the final determination will be made by the Salina City Commission. It is further understood that the City of Salina is not responsible for any cost or inconvenience incurred by the Owner / Tenant / Applicant / Agent if this application is not approved.*

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Signature

Date

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Printed Name

Title