

**ENCROACHMENT PERMIT ADMINISTRATIVE ROUTE SLIP**  
**SPECIAL PROJECTS**

TR-0154 (REV. 05/2013)

TO:			DISTRICT PERMITS BRANCH, CHIEF	BUSINESS PHONE
FROM:	DIVISION	UNIT	BUSINESS PHONE	
PROJECT NAME	PROJECT LOCATION	PROJECT ADMINISTRATOR		

The Office of \_\_\_\_\_ is requesting that an Encroachment Permit (EP) be issued for construction purposes for the above noted project. I certify that without any further coordination required, that the project has been reviewed and approved. Page 2, lists the functional reviewing units, and completed documentation included in this package.

Charges to the project shall be made to:

**PROJECT CODE (ID)** \_\_\_\_\_ **PHASE** \_\_\_\_\_ **SUB OBJECT** \_\_\_\_\_ **ACTIVITY** \_\_\_\_\_

The following staff will provide project inspection, as applicable:

Roadway, Civil (R.E.)	Name: _____	Unit _____	Phone Number _____
Electrical	Name: _____	Unit _____	Phone Number _____
Landscaping	Name: _____	Unit _____	Phone Number _____
Maintenance	Name: _____	Unit _____	Phone Number _____
Right of Way	Name: _____	Unit _____	Phone Number _____
Structures (Br. Rep.)	Name: _____	Unit _____	Phone Number _____
METS (SMR)	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____
_____	Name: _____	Unit _____	Phone Number _____

In addition to the permittee's and EP File copies, \_\_\_\_\_ sets of plans/documents are attached for distribution to the inspectors and the following staff:

Name: _____	MS _____	Unit _____	Phone Number _____
Name: _____	MS _____	Unit _____	Phone Number _____
Name: _____	MS _____	Unit _____	Phone Number _____
Name: _____	MS _____	Unit _____	Phone Number _____
Name: _____	MS _____	Unit _____	Phone Number _____
Name: _____	MS _____	Unit _____	Phone Number _____
Name: _____	MS _____	Unit _____	Phone Number _____
Name: _____	MS _____	Unit _____	Phone Number _____

**NOTES:** \_\_\_\_\_

PREPARED BY	UNIT	BUSINESS PHONE	DATE
PROJECT MANAGER / DISTRICT AIRSPACE MANAGER	UNIT	BUSINESS PHONE	DATE

