



APPLICATION FOR ENCROACHMENT AGREEMENT

Please complete and submit this application form, survey or plan and photos along with the applicable fee, to the City Clerk, 808 2nd Avenue East, Owen Sound ON N4K 2H4.

Name of applicant(s): _____

Mailing address of applicant(s): _____

Postal Code: _____ E-mail: _____

Contact Telephone: _____ Business Telephone: _____

Name of property owner(s) if different from above: _____

Address of property where encroachment(s) is being requested:

Legal description of property (Attach most recent Transfer/Deed):

Municipal road allowance(s) where encroachment(s) exists: _____

Description of encroachment(s): _____

Does this application relate to a modification to an existing encroachment?

YES NO If YES, what is the modification: _____

Does the encroachment require a building permit?

YES NO _____

APPLICATION FEE:

The application fee must accompany the application. Current fees can be found in the City's Fees & Charges By-law or provided by a member of the Clerk's Division. Please note that, if the application is successful, an Encroachment Agreement Fee will be required to complete the preparation, execution and registration of the agreement.

DECLARATION OF DESIGNER (required if Survey is not provided):

I, (print name/s) _____ declare that I/we am/are the property owner(s) of the lands described above and that the submitted plan is my/our drawing(s). I/we assume full responsibility for the depicted design and accuracy of the information shown. I/we have been informed that a survey or plan from a qualified professional should be provided to identify accurately any encroachments from my/our property onto municipal property. I/we certify that the information contained in this submission is true to the best of my/our knowledge.

Date: _____ Signature(s): _____

COLLECTION OF INFORMATION:

The information on this application is gathered under the authority of the *Municipal Act, 2001* and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. This information will be used by members of Council and City staff to complete the application process and this information may form part of the public record and may be made available to the public through requests and through the City of Owen Sound website. Questions about this collection should be addressed to the City Clerk.

For Internal Use Only:

- Complete Application form – check signature lines
- Registered Survey **OR** Sketch
- Photo of encroachment or proposed encroachment site
- Copy of Transfer/Deed
- Application Fee
- File No. _____

NOTES:
