

ENCROACHMENT AGREEMENT REQUEST APPLICATION

PROJECT ADDRESS			
	Address	Unit Number	
Legal Description	Lot(s)	Block(s)	Plan Number Surface Parcel Number

TYPE OF ENCROACHMENT		
Type 1	Awning (# of awnings _____) <input type="checkbox"/> Outlined in Building Bylaw No.9455 Part III	<input type="checkbox"/> \$150/awning A onetime fee of \$150/awning is required at time of application. <input type="checkbox"/> Site Plan A detailed site plan of the encroaching area(s) incl. dimensions and property lines. <input type="checkbox"/> Detailed Drawings including construction of awning(s) and height off sidewalk surface.
Type 2	Structure (including Canopies) <input type="checkbox"/> Outlined in Building Bylaw No.9455 Part III	<input type="checkbox"/> \$100 Application Fee A nonrefundable \$100 application fee is required at time of application. <input type="checkbox"/> Site Plan or Real Property Report that clearly outlines the encroaching areas, including detailed dimensions of all areas that encroach onto public space. <input type="checkbox"/> Elevation Drawings

Please note that a separate application is required for each Type (1 or 2) of encroachment.

There is no annual fee for approved Type 1 Awning encroachment applications. Type 1 Awning encroachments shall conform to the design requirements of Section 30 of Building Bylaw No. 9455.

There is an annual fee for approved Type 2 Structural encroachment applications. The annual fee will be applied to the property tax roll as outlined in Building Bylaw No. 9455 Schedule "A". Type 2 applications may take up to 10 weeks to process.

CONTACT INFORMATION	
Applicant	Name: _____ Registered Business Name: _____ Address: _____ <small style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Unit Number Street City Province Postal Code </small> Email: _____ Phone/Cell#: _____
Property Owner	Name: _____ Registered Business Name: _____ Address: _____ <small style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Unit Number Street City Province Postal Code </small> Email: _____ Phone/Cell#: _____

<p style="text-align: center;">SIGNING BELOW IS AGREEANCE TO THE FOLLOWING:</p> <ul style="list-style-type: none"> That the issuance of an Encroachment Agreement does not relieve the owner and authorized agents from complying with the requirements of the National Building Code of Canada, as amended and within the scope of the Uniform Building and Accessibility Standards Act. That the submission of this application does not give permission for encroachment of any portion of the building, and that appropriate building permits are required to be obtained prior to the construction of the encroachment. Use/disclose personal information in accordance with <i>The Local Authority Freedom of Information and Protection of Privacy Act</i>. <p>I certify that I have read and agree to abide by the conditions above, and all information contained within this application is correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Applicant's Signature </div> <div style="width: 45%; text-align: center;"> _____ Date Signed </div> </div>	<p style="text-align: center;">Date Received (office use only)</p>				
Amount Paid _____ Method of Payment (if known at time of application): <i>(office use only)</i> <input type="checkbox"/> Cash/Debit/Cheque/Credit <input type="checkbox"/> SAR <input type="checkbox"/> ID	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">ENA Number: <i>(office use only)</i> <i>(Type 2)</i></td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">Payment Received by: <i>(office use only)</i></td> <td></td> </tr> </table>	ENA Number: <i>(office use only)</i> <i>(Type 2)</i>		Payment Received by: <i>(office use only)</i>	
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