

	<u>For Office Use Only</u>	
Fee Enclosed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Application Received: _____		

THE TOWN OF TILLSONBURG

APPLICATION FOR ENCROACHMENT AGREEMENT

The following items must be submitted with your application:

- Photos and drawings to illustrate encroachment
- Proof of ownership
- Details of any other existing encroachments affecting the subject property for which there are agreements
- Application Fee in accordance with the Schedule of Fees for Certain Municipal Applications, Services and Permits By-law

Please note that this application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays.

OWNER / APPLICANT INFORMATION

Applicant Name(s) _____ Street Address _____
 City / Town _____ Postal Code _____
 Phone (Home) _____ Phone (Work) _____
 Email _____ Fax _____
 Owner Name(s) (if different from applicant) _____
 Preferred Method of Contact: Mail Phone Email

PROPERTY INFORMATION

Civic Address _____ Geographic Township _____
 Municipal Roll # _____ Property Identification # _____
 Concession No. _____ Lot(s) _____
 Registered Plan No. _____ Lot(s) _____
 Reference Plan No. _____ Part(s) _____
 Type of Property (Commercial, Residential, Industrial, etc.) _____

ENCROACHMENT INFORMATION

Does the encroachment require a building permit? YES NO

Is there an existing encroachment? YES NO

If YES approximately when was the encroachment established? _____

Does this application relate to a modification of an existing encroachment? YES NO

If YES what is the modification? _____

Municipal Road / Property encroaching upon _____

Dimensions of encroachment _____ X _____ Length of time of encroachment _____

Please provide details including measurements of any existing structures and description of encroachment. Please attach photos and/or drawings to support your description (*attach a letter if insufficient space*)

Please describe what alternatives have been considered to avoid the encroachment and why such alternatives have been deemed unfeasible.

I acknowledge and agree that the owner of the property in the event this application is approved, will be required to enter into an Encroachment Agreement with the Town and that I will be required to retain a solicitor to complete three (3) original Encroachment Agreements which will be registered against the title to the owner's property, all of which will be at the owner's/applicant's expense.

I further agree and acknowledge that the information contained in this application and any documentation, including agreements, reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the Town of Tillsonburg making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Signature of Owner/Applicant _____ Dated _____