

An Encroachment Permit is required when you want to temporarily occupy any portion of the Town's public lands, or right-of-ways, for some kind of activity. Construction companies, contractors or individual residents can apply for an Encroachment Permit to allow for activities such as temporary placement of containers, materials, and vehicles used in the construction process, or for special events that require use of the sidewalk or right-of-way (i.e. sidewalk sales, charity events, etc.).

ENCROACHMENT PERMIT APPLICATION • FOR INDIVIDUALS



Complete the Encroachment Permit Application available online at:
<https://governmentevolved.com/encroachment.html>

Complete the online application, answering all questions. You will be asked to provide your contact information and describe your activity in detail.

Be prepared to upload these three documents (in PDF format) during your online application:

- 1** Home insurance document
- 2** Sketch of the work area, with measurements
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps
- 3** Traffic Control Plan, if any equipment will be parked on Town property
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps, indicating placement of cones to direct traffic around affected area.

Note: If no equipment is encroaching on Town property, the sketch of the work area can be uploaded in this field, indicating that no traffic control is required.

Your application will be sent to the Town of Tillsonburg for review. You will receive a confirmation email that your application has been received. Applications can take up to 7 days to process. Upon approval, you will receive an email containing your approved permit, (or permit denial, if denied). Approved permits must be displayed at the work site. If your permit is time sensitive, please email us.

Questions? Email: encroachmentpermits@tillsonburg.ca



If you are having a company perform the work, the company is responsible for completing the on-line application. See reverse side, Encroachment Application for Companies.

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ENCROACHMENT PERMIT APPLICATION • FOR COMPANIES



The Encroachment Permit Application is available online at:

<https://governmentevolved.com/encroachment.html>

Complete the online application, answering all questions.

Be prepared to upload these five documents (in PDF format) during your online application:

- 1 Liability Insurance Certificate, with \$2,000,000 minimum coverage, naming the Town as an additional insured. (\$5,000,000 minimum coverage applies to Special Events)
- 2 WSIB Clearance Certificate (Not required for Special Events)
- 3 Sketch of the work area, with measurements
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps
- 4 Traffic Control Plan, if any equipment will be parked on Town property
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps, indicating placement of cones to direct traffic around affected area.

Note: If no equipment is encroaching on Town property, the sketch of the work area can be uploaded in this field, indicating that no traffic control is required.
- 5 A copy of the Municipal Consent authorization
(Required only IF Municipal Consent is needed to complete the work).

Your application will be sent to the Town of Tillsonburg for review. You will receive a confirmation email that your application has been received. Applications can take up to 7 days to process. Upon approval, you will receive an email containing your approved permit, (or permit denial, if denied). Approved permits must be displayed at each work site. If your permit is time sensitive, please email us. Note: An application must be submitted for each location where work is being conducted.

Questions? Email: encroachmentpermits@tillsonburg.ca