
Permit for Encroachment Application

Permit #: _____ Fee: _____

Date of issue: _____ Date of expiry: _____

Encroachment type: (check one)

- ☐ Administration Fee (Rate: \$306.70)
- ☐ Inadvertent building encroachment (Rate: \$49.23/annum, added to taxes 2nd year)
- ☐ Occupancy of metered parking space (Rate: variable)
- ☐ Use of street during building construction (Rate: \$18.86/day, for every 20' of road frontage)

Contact:

Address: _____

Applicant name: _____ Phone: _____

Agent/solicitor: _____

Property details:

For the property described as lot /street number _____ on the _____
side of _____ Street, hereby apply for a permit to occupy the following
portion of said street: _____

Purpose, details and dates required: _____

Conditions:

As shown on the attached plan, (sketch plan for fence showing exact location and all measurements; plan of survey prepared by Ontario Land Surveyor for inadvertent encroachments or refacing of building. Plans not required for hoardings or air conditioners, etc. – measurements only required), and agree to comply with the conditions of Bylaw number 2004-107, "A Bylaw to Protect The City's Highways from Unauthorized Encroachments", and amendments thereto.

I hereby covenant and agree for myself, my heirs, executors, and assignees, to indemnify and keep indemnified the Licensor against all actions, suits, claims and demands which may be brought or made against the Licensor, and against all loss, costs, damages, charges or expenses whatever which may be sustained, incurred or paid by the Licensor in consequence of the above- mentioned encroachment, and the Licenses hereby grant to the Licensor full power and authority to settle any such action, suit, claim and demand on such terms as the Licensor may deem advisable and hereby covenant and agree with the Licensor to pay to the Licensor on demand all moneys paid by it in pursuance of any such settlement and also such sum as shall represent reasonable costs of the Licensor or its Solicitor in defending or settling any such action, suit, claim or demand, and by any person for actual damage suffered by reason of the permission hereby granted to maintain the above mentioned encroachment.

Please note:

- Metered parking spaces have an additional fee per day
- Applicant must notify neighboring property owners if the encroachment is to affect them in any manner

Applicant's Signature: _____ Date: _____

For office use only

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