

**Appendix "B"**



Office Use Only	
File No.	

**APPLICATION FOR AN ENCROACHMENT**

*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.*

**A. APPLICANT INFORMATION**

Name of Owner(s) \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_ Fax Number \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

City / Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

**B. LOCATION / LEGAL DESCRIPTION OF PROPERTY**

Geographic Township \_\_\_\_\_

Urban Area or Hamlet \_\_\_\_\_

Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) / Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Number(s) \_\_\_\_\_

\_\_\_\_\_

Land Titles Property Identification Number P.I.N. # ( \_\_\_\_\_ - \_\_\_\_\_ )

911 Number and Name of Street / Road \_\_\_\_\_

**C. PROPERTY INFORMATION**

Present use of the subject land: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**D. ENCROACHMENT INFORMATION**

1. Municipal Road / Property encroaching upon: \_\_\_\_\_

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2. Please describe any existing buildings and structures that are encroaching on municipal property.

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3. Dimensions of encroachment: \_\_\_\_\_

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4. History and estimated length of time of encroachment: \_\_\_\_\_

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**E. FREEDOM OF INFORMATION**

For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by of the disclosure to any person or public body any information that is collected under the authority of the Municipal Act for the purposes of processing this application.

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Owner Signature

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Date