



## Related Fees

- Fees change yearly, and may vary based on the type of encroachment.
- Depending on the type of encroachment, a non-refundable application fee is required to start the process.
- An additional fee is required for encroachments on utility rights-of-way.
- Encroachments on road rights-of-way and other City-owned properties are charged depending upon the size and nature of the encroachment, as set out in the encroachment fee schedule. Please contact the encroachment clerk to verify costs.
- In cases where there is surplus land, you may have the choice of buying the land from the City.



## Why Encroachment Agreements?

Public land belongs to everyone and we have to manage it in a way that serves everyone's best interest. Encroachment agreements help us make sure that public land isn't used in a way that's against the public interest. Without an agreement, you might have to remove structures built on public land or have costly complications when you sell your home.



## About the Service

Sometimes structures like fences or retaining walls are built over boundaries like property lines, an easement, or rights-of-way. An encroachment agreement is a formal contract with the City that allows the structure to remain in place. Encroachments are usually discovered when a property survey is submitted to the City for a compliance certificate. If the survey shows that your structure encroaches over property lines or easements, you must apply for an encroachment agreement.

### TIP

Remember to check your property title for easements and to make sure any buildings are located within designated boundaries.

## Zoning Verification

Your property's specific zoning may affect your plans.

To verify the zoning of a property, visit our office or <http://maps.edmonton.ca>

- Click on 'Zoning' located on the right side of the photo
- Review the disclaimer and accept it by pressing 'Ok'
- Click on 'Locate Title by Address' and enter the property's address
- Click on 'Search' to view its zoning and any overlay information



## What You Need to Apply

When applying for an encroachment agreement, you must provide:

- The municipal address
- The plan, block and lot number (you can find this legal description of your property on your tax notice)
- Three copies of the real property report
- The name and address of the person(s) requesting the encroachment agreement
- Three copies of the title to the property
- A copy of the easement (if needed)
- All required application fees

You can find titles and easement documents at your local registry office.

Unless otherwise instructed, the encroachment agreement will be created in the name(s) shown on the property title.

## ✉ How to Apply

### Fax

**780-496-6034**

Our fax can take legal and letter sized paper.

### In Person

Current Planning Branch  
5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Office Hours: Monday to Friday,  
8:00 a.m. - 4:30 p.m.  
Payment may be cash, personal cheque  
(payable to the City of Edmonton), Visa,  
MasterCard, American Express or Interac.

### Mail

#### Current Planning Branch

5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Cheques should be made out to City of Edmonton.  
Please allow for extra processing time when  
mailing application.

## Processing Your Application

- Your information is sent to the appropriate City departments and utility companies.
- Minor encroachments are usually allowed to remain as is, but the City may place conditions on any future changes. The agreement will contain specific conditions applicable only to your property.
- Processing times vary, and serious problems may take longer to resolve.
- Please allow a minimum of six weeks (30 business days) for the application to be reviewed and circulated.
- If there are no objections after circulation, the agreements will be prepared and sent to you for signature(s).
- After we receive the signed agreements, they will be implemented within two business days.

### Refused Requests

Sometimes, the encroaching structure is deemed to be a safety hazard and/or interferes with the maintenance of a utility. If this is the case, the City or utility company will require the removal of it at your cost.

## Contact

For application forms and additional general information:

### Phone

For 24-hour information and access to City of Edmonton programs and services: **311**

If outside of Edmonton: **780-442-5311**

### Web

[www.edmonton.ca](http://www.edmonton.ca)

### Note:

This is a general guide. Additional information may be required.

When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.



# Guide to encroachment agreements

