



TRANSPORTATION DEPARTMENT
15th Floor, Century Place, 9803-102A Avenue
Edmonton, Alberta, T5J 3A3

LICENCE OF OCCUPATION APPLICATION FORM

Non-Residential Application

(includes all commercial, industrial, institutional, charitable, non-profit, religious & community applications)

Applications may be made in person at the 15th Floor, Century Place, 9803 - 102A Avenue between the hours of 8:00 AM and 4:30 PM, Monday through Friday. Faxed applications can be sent to 496-1071.

Date _____

Company, Institution, or Group: _____

(NOTE: This will be the Licencee once a Corporate Registry search is done to confirm the status)

Property Address: _____ PC _____

Mailing address: _____ PC _____

(if different from address noted above)

Contact name: _____ Tel. #: _____ Fax #: _____

Proposed Purpose (please circle the letter of as many uses as may be applicable):

- | | |
|--|--|
| A. Locating and maintaining a parking or storage area. | D. Erecting a free-standing business identification sign. |
| B. Landscaping or gardening. | E. Placing artwork. |
| C. Erecting a wall or fence. | F. Placing a sales trailer during construction (term up to 2 years). |

This personal information is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (F.O.I.P). It is protected by the privacy provisions of the F.O.I.P. If you have any questions about the collection of this data, contact the Director of Right-of-Way Management, Traffic Operations Branch c/o the 15th Floor Century Place, 496-2850.

Please attach the following to this application:

- A non-refundable application fee, as outlined on the reverse side. Checks must be made payable to "The City of Edmonton".
- A sketch or plan of the proposed Licence area and any items which will be placed or constructed within the area.

For Office Use Only:

Application received: _____, 200__ By: _____ Receipt #: _____

On-site meeting: _____, 200__ Application approved: Yes____ No____

Comments or reason for refusal: _____

Documents sent to applicant: _____, 200__ Documents returned: _____, 200__

Documents sent to T. Ops. Mgr.: _____, 200__ Documents returned: _____, 200__

Documents sent to City Clerk: _____, 200__ Documents returned: _____, 200__

Executed documents sent to applicant: _____, 200__ Database updated: _____, 200__

Licence fee invoiced: _____, 200__ Amount \$_____._____

GENERAL INFORMATION FOR LICENCES OF OCCUPATION

- A.** Upon receipt of this application form and payment of the application fee, the Transportation Department will:
1. review the general area and determine adjacent land uses.
 2. determine availability of area.
 3. define the required setbacks.
 4. review existing and/or potential safety problems with existing and proposed roadway facilities.
 5. circulate the proposal to any affected civic and/or utility Department and/or agency for their review.
 6. present the proposal to the adjacent landowners ***if a potential conflict is perceived***. This may require correspondence with the local community league and/or business association.
- B.** Should the proposal meet with the approval of the affected civic and/or utility Department and/or agencies:
1. the Transportation Department will prepare four copies of the Licence of Occupation and forward the documents to the address indicated by the applicant.
 2. the Transportation Department will have the documents executed when the documents and insurance forms are returned and meet all the requirements. One copy of the executed Licence will be returned to the applicant.
 3. the Licence fee will be invoiced if it has not been paid by the time the documents are executed. The application fee will be credited towards the Licence fee.
- C.** If the application is refused, the road right-of-way cannot be used and the application fee will not be refunded. Use of the City road right-of-way or walkway lot without authorization will result in enforcement action being initiated by the City of Edmonton.

FEE SCHEDULE FOR LICENCES OF OCCUPATION

TYPE OF USE	LOCATION	APPLICATION FEE	ANNUAL LICENCE FEE
A	Commercial, industrial, or institutional	\$300.00	10% of Market Value plus land tax equivalent
	Charitable, non-profit, religious, or community organization	\$150.00	5% of Market Value
B	All	No application fee charged.	\$75.00
C	Commercial, industrial, or institutional	\$300.00	10% of Market Value plus land tax equivalent
	Charitable, non-profit, religious, or community organization	\$150.00	5% of Market Value
D	Commercial, industrial, or institutional	\$300.00	10% of Market Value plus land tax equivalent
	Charitable, non-profit, religious, or community organization	\$150.00	5% of Market Value
E	All	No application fee charged.	\$75.00
F	All	\$300.00	\$1,500.00 (\$375.00 charged quarterly or portion thereof)
Combinations		The higher of fees associated with any of the uses.	The higher of fees associated with any of the uses.

All Licence fees subject to 6% GST unless verification of exemption is provided.