



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

LICENCE OF OCCUPATION APPLICATION FORM
Residential Application

Applications may be made in person between the hours of 8:00 AM and 4:30 PM, Monday through Friday. Faxed applications can be sent to 496-1071.

Date _____

Applicant's name: _____

Licencee's name (if different from applicant's name): _____

Property Address: _____ PC _____

Mailing address: _____ PC _____
(if different from address noted above)

Proposed Purpose (please circle as many as may be applicable):

- A. Locating and maintaining a parking or storage area.
- B. Landscaping or gardening.
- C. Erecting a wall or fence, or leaving as built, and landscaping behind a noise attenuation facility.
- D. Erecting a wall or fence, or leaving as built, and landscaping behind a uniform (developer's) screen fence.

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 Operation 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 land owners *if a potential conflict is perceived*. This may require correspondence with the local community league and/or neighbours.
- 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 are returned. 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.
 4. 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	APPLICATION FEE	LICENCE FEE
A	\$150.00	10% of Market Value plus land tax equivalent
B	No application fee charged.	\$75.00 per year
C	No application fee charged.	\$10.00 one-time flat fee
D	No application fee charged.	\$10.00 one-time flat fee
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 to us.