

ENCROACHMENT AGREEMENT REQUEST FORM

DATE: _____

YOUR FILE NO: _____

APPLICANT NAME:		CITY CUSTOMER ID # (If known) _____
ADDITIONAL NAMES: (if applicable)		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE (Home):	(Work):	(Fax):

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.

WHERE IS THE ENCROACHMENT LOCATED?

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION PLAN: _____ BLOCK: _____ LOT(S): _____

SUBMISSION DOCUMENT CHECK LIST:

- Four (4) copies of an Alberta Land Surveyor's Real Property Report (faxed, emailed, spliced or altered copies will not be accepted)
- A copy of the Land Titles certificate
- A document stating all the names that are to appear in this agreement with this request (if this is not provided, the name(s) from the Land Title certificate will be used)

ENCROACHMENT TYPES AND FEES - All fees are subject to G.S.T.

Application fee for encroachments (not including pedways or letter of consent) is \$300 if no circulation to other departments or utilities is required or \$500 if circulation is required.

Please indicate below with a ✓ (check mark) the type of request required.

SELECT TYPE: **ENCROACHMENT + APPLICATION FEES + GST:**

LETTER OF CONSENT (<i>less than 0.05 sq. m</i>)	\$ 100.00 + 0.00 + GST
PROJECTING SIGN/CANOPY/AERIAL Encroachments that do not have structural supports beyond the property line of the Owner's land and are designed to provide significant weather protection for pedestrians on City sidewalk below	\$ 50.00 + (300.00 or 500.00) + GST
UTILITY OF RIGHT-OF-WAY/Encroachment onto easement	\$ 50.00 + \$(300.00 or 500.00) + GST
ALLEY/ ROAD RIGHT-OF-WAY encroach <0.3 meters & cover (<i>0-2 sq. m area</i>)	\$ 100.00 + \$(300.00 or 500.00) + GST
ALLEY/ ROAD RIGHT-OF-WAY encroach <0.3 meters & cover (<i>2 sq. m – 5 sq. m area</i>)	\$ 350.00 + \$(300.00 or 500.00) + GST
ALLEY/ ROAD RIGHT-OF-WAY encroach > 0.3 & cover (<i>5 sq. m and greater</i>)	Consult Staff for Encroachment Fee + \$(300 or 500) + GST
STRUCTURES ON CITY STREETS	\$ 0.00 + \$500.00 + GST

Permits fees must be paid at the time of application. We accept cash, debit, cheque or credit card. Applications made by mail, a service representative will call you to advise you of your fees.

Office hours are Monday to Friday 8 a.m. to 4:30 p.m. The office is closed on statutory holidays.

Please note that the City of Edmonton, in accordance with the Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax, mail or email.