

# LICENCE OF OCCUPATION Non-Residential Application Form

Edmonton

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

Applications can be made online, mailed to, or be made in person between the hours of 8:00 AM to 4:30 PM, Monday through Friday. Information regarding general Licence policies and/or your specific situation can be obtained by contacting Business Integration at:

City of Edmonton  
16th Floor Edmonton Tower  
10111 - 104 Avenue NW  
Edmonton, AB T5J 0J4

Fax: 780.495-0330  
Email: [parksandroads@edmonton.ca](mailto:parksandroads@edmonton.ca)

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. #: \_\_\_\_\_ Email: \_\_\_\_\_

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

- A. Locating and maintaining a parking or storage area.
- B. Landscaping or gardening.
- C. Erecting a wall or fence.
- D. Erecting a free-standing business identification sign.
- E. Placing artwork.
- 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 City Operations F.O.I.P co-ordinator at (780) 496-2807.

### Please attach the following to this application:

- A non-refundable application fee, as outlined on the reverse side. Cheques 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: \_\_\_\_\_, 20\_\_ By: \_\_\_\_\_ Receipt #: \_\_\_\_\_

On-site meeting: \_\_\_\_\_, 20\_\_ Application approved: Yes \_\_\_ No \_\_\_

Comments or reason for refusal: \_\_\_\_\_

A. Upon receipt of this application form and payment of the application fee, City Operations 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. City Operations will prepare three copies of the Licence of Occupation and forward the documents to the address indicated by the applicant.
  2. City Operations 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
<b>A</b>	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>B</b>	All	No application fee charged.	\$75.00
<b>C</b>	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>D</b>	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>E</b>	All	No application fee charged.	\$75.00
<b>F</b>	All	\$300.00	\$1,500.00 (\$375.00 charged quarterly or portion thereof)
<b>Combinations</b>		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 GST unless verification of exemption is provided.