



Application for Encroachment on Municipal Property

When an existing building or structure encroaches onto municipal property or a property owner wishes to construct a fence or other structure that intends to encroach onto municipal property, the City will exercise its right to require an encroachment agreement if the City intends to allow the encroachment to remain under certain terms and conditions.

Part A - Applicant is to complete

This Application is [check one]

- To construct a new encroachment
- To permit an existing encroachment
- To change an existing encroachment
- To remove an existing encroachment

Name of Applicant			
Name of Property Owner [as shown on Property Identifier in Registry Office]			
Property Address			
Assessment Roll #			
Mailing Address [if different from property address]			
City and Province		Postal Code	
Telephone #	(day)	(evening)	

Part B - Applicant is to complete

Describe the type of encroachment [examples: existing steps, building façade, retaining wall, sign, fence, awning, balcony]			
How long has the encroachment existed?			
Can the encroachment be removed or relocated?			
If this is an existing encroachment, is there an agreement with the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Agreement:	
If this is requesting a <u>change</u> to an existing encroachment, identify the change?			

Notice of Collection

Personal information collected on this application form is collected under the authority of the *Municipal Act, 2001* and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* may be made to the City Clerk, 1 Wellington Street, Stratford, or by telephoning (519) 271-0250, ext. 235.

This Application must be accompanied by:

- Application Fee made payable to the "City of Stratford - Clerk's Office"
- 4 paper prints of a legal survey signed by an Ontario Land Surveyor showing the whole property and the area of encroachment with full dimensions
- Copy of PIN (Property Identifier Number) printout for the property which will benefit from the encroachment, showing last transfer, including full legal description of the property and address of the owner. A copy of the printout can be obtained from the Registry Office/Land Titles Office.
- Certificate of Insurer on the City of Stratford insurance form - to be submitted at the time the encroachment agreement is signed;

The complete application, documents and fee are to be provided to the City Clerk's Office, Ground Floor of City Hall, 1 Wellington Street, Stratford.

SIGNATURE OF APPLICANT	
<p><i>I declare that the information in this application is true and made with a full knowledge of the circumstances connected with same.</i></p> <p><i>I agree to conform to the regulations for encroachments to which this application pertains.</i></p> <p><i>I have read the Encroachment Policy for the City of Stratford.</i></p> <p><i>I have read the Notice of Collection on the bottom of this form.</i></p>	
Signature	Date

Part C - City Use

Application Fee	\$	Date Paid	
Engineering & Public Works Department	Approved - <input type="checkbox"/> Yes <input type="checkbox"/> No Special Conditions:		Date
Building and Planning Department	Approved - <input type="checkbox"/> Yes <input type="checkbox"/> No Special Conditions:		Date
Community Services Department (park property)	Approved - <input type="checkbox"/> Yes <input type="checkbox"/> No Special Conditions:		Date

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