



**THE CORPORATION OF THE TOWN OF SAUGEEN SHORES**

**APPLICATION FOR ENCROACHMENT ON TOWN PROPERTY**

**This is an application to consider the possibility of allowing an encroachment onto Town owned property.**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**ENCROACHMENT INFORMATION**

Physical Address of Property to Encroach onto Town Property:  
\_\_\_\_\_

Legal Description of Property: Roll # \_\_\_\_\_

Lot # \_\_\_\_\_ Conc # \_\_\_\_\_ Plan # \_\_\_\_\_ Parts # \_\_\_\_\_

Description of encroachments: (sketch/survey must be attached or application will be considered incomplete)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Encroachment already exists: Yes  No

Proposed Encroachment: Yes  No



Reasons for requesting encroachment:

---



---



---



---



---

Do you have a survey showing the encroachment: Yes  No

If yes, please submit one copy of the survey. Survey plan will be required for Agreement.

The Applicant understands that this application is being taken in accordance with the Town's Encroachment Policy and may be denied based on the following criteria:

1. The encroachment interferes with the Town's intent and purpose in holding the Town-owned land;
2. The encroachment diminishes the public's right of usage of public lands;
3. New encroachments onto municipal property;
4. Unable to reasonably demonstrate a need for the encroachment;
5. The encroachment enlarges an existing encroachment;
6. The encroachment poses a danger to the public;
7. The encroachment creates an unsafe condition;
8. Construction has commenced prior to the issuance of a required permit from the Town;
9. Adversely affects municipal operations, work, plans, efforts or initiatives of the Town to maintain municipally-owned lands;
10. The encroachment interferes with any utility or other similar installation located on Town-owned lands;
11. The encroachment creates a situation that is contrary to any Town By-law, Town policy or resolution or any Provincial or Federal regulation or legislation;

In the event that this application is approved, it will be necessary for the Applicant to execute an Encroachment Agreement.

FEES ASSOCIATED WITH APPLICATION	
Administration Fee:	Established in the Fees & Charges By-law
Encroachment Agreement Deposit Fee:	\$680.07. Invoiced for actual costs incurred
Annual Fee:	Established in the Encroachment Agreement

**SOLICITOR (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CONSENT**

I/We understand and agree to provide the Town with an annual Certificate of Insurance, in perpetuity, as per Town policy.

I/We understand and agree to the terms of this Application.

I/We have enclosed the application fee: Yes  No

I/We have enclosed a detailed sketch, site plan or survey, 'to scale', which clearly shows the location and measurements of all existing and/or proposed structures/encroachments on the applicant's property and all existing and/or proposed structures/encroachments on the abutting Town property (i.e. septic systems, well, landscaping, vegetation, fence/wall, driveways and paths) Yes  No

I/We have enclosed a letter of authorization from the applicant/property owner appointing an agent: Yes  No

I/We agree to pay the current applicable application and agreement fees and annual license fee. Yes  No

I/We authorize Town staff to enter onto the subject lands to conduct a site visit in accordance with the processing of this Encroachment Licensing Agreement. Yes  No

**SIGNATURE(S)**

\_\_\_\_\_ OWNER \_\_\_\_\_ OWNER

\_\_\_\_\_ AUTHORIZED AGENT (please attach letter of authorization)

\_\_\_\_\_ DATE



**Town of Saugeen Shores**  
600 Tomlinson Drive, P.O. Box 820  
Port Elgin, ON N0H 2C0

**PLEASE RETURN THIS APPLICATION FORM TO:  
TOWN OF SAUGEEN SHORES, DEVELOPMENT SERVICES' OFFICE  
600 TOMLINSON DRIVE, P.O. BOX 820  
PORT ELGIN, ON N0H 2C0**

For further information please contact the Municipal Office at 519-832-2008

*Personal information on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of processing an Encroachment Licensing Agreement. Questions with respect to the collection and use of this information should be directed to the Clerk's Office at the address noted above.*

