

**Application for Encroachment on City Lands**

This is an application to consider the possibility of allowing an encroachment onto City lands.	
Applicant Name:	
Address:	
Postal Code:	
Telephone Number: (    )	Fax Number: (    )
Email:	
Address of property to encroach onto City lands:	
Description of the encroachments: (sketch must be attached or application will be considered incomplete)	
Encroachment Already Exists    Yes    No	
Reasons for requesting encroachment:	
<p>The Applicant understands that this application is being taken in accordance with the City's Encroachment By-law and may be denied on based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. the encroachment interferes with the City's intent and purpose in holding the City-owned Land;</li> <li>2. the encroachment creates an unsafe condition;</li> <li>3. the encroachment creates liabilities for which the City cannot assign full responsibility to the owner of said encroachment;</li> <li>4. the encroachment creates a situation that is contrary to the any City by-law, City policy or resolution, or any provincial or federal regulation or legislation;</li> <li>5. the encroachment interferes with work, plans, efforts, or initiatives of the City to maintain City-owned Lands;</li> <li>6. the encroachment interferes with any utility or other similar installation located on City lands; or</li> <li>7. the applicant is unable to reasonably demonstrate a need for the encroachment.</li> </ol> <p>In the event that this application is approved, it will be necessary for the Applicant to execute an Encroachment Agreement and provide a Certificate of Insurance showing <b>The Corporation of the City of Guelph</b> as an additional insured. Encroachment Agreements may include encroachment agreement annual fees which will be established at the commencement of a term of an encroachment agreement. Fees are set out in the City's current User Fee By-law.</p> <p>Fees to accompany Application:          Application Fee \$196.62 (\$174.00 plus HST) - non-refundable.          Encroachment Agreement Fee \$346.40 (includes Encroachment Agreement Fee of \$233 plus HST and \$83.11 Land Registry Office registration disbursement).</p> <p>I understand and agree to the terms of this Application:</p> <p>Signature of Applicant:</p>	
<b>PAYMENT INFORMATION: Cash, Cheque, Debit, Visa, Mastercard, American Express accepted.</b>	
<b>Please return the completed application form with payment to ServiceGuelph, City Hall, 1 Carden Street, Guelph</b>	
<b>For Office Use Only</b>	
Date Received:	
Received By:	