

Application for Encroachment on City Lands

This is an application for permission to have an encroachment onto City lands.

Making a Difference

Registered Property Owner Name(s):	
Mailing Address:	
Telephone Number: ()	Email:
Authorized Applicant/Agent Name (if different from the Registered Property Owner):	
Telephone Number: ()	Email:
Please check who is the primary contact for this application: <input type="checkbox"/> Registered Property Owner <input type="checkbox"/> Authorized Applicant/Agent	
Municipal Address of encroaching property:	
Encroachment Already Exists? <input type="checkbox"/> Yes: When was it constructed: _____ <input type="checkbox"/> No: What is the planned installation date: _____	
Zoning Type of Property: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial / Industrial / Mixed Use	
Description of the encroachments: A sketch/survey prepared in accordance with minimum requirements for encroachment sketches must be attached or the application will be considered incomplete.	
Reasons for requesting encroachment agreement:	
<p>The registered property owner(s) understand that this application will be reviewed in accordance with the City's Encroachment By-law and may be denied or subject to conditions of approval.</p> <p>Application Fee:</p> <ul style="list-style-type: none"> A Non-refundable Application Fee of \$204.53 (\$181.00 plus HST) must accompany this application or it will be incomplete. <p>Additional Fees:</p> <ul style="list-style-type: none"> A Non-refundable Encroachment Agreement Fee in accordance with the City's current User Fee By-law (Currently the 2026 fee is \$243.00 plus HST), plus City's out of pocket costs related to registration (estimated at \$200.00) will be invoiced following approval and must be paid prior to execution of the Encroachment Agreement. Encroachment Agreements may also include encroachment agreement annual fees which will be set out in the Encroachment Agreement, if applicable. The amount of the annual fee is set by City's current User Fee By-law. <p>In the event that this application is approved, it will be necessary for the Property Owner(s) to execute an Encroachment Agreement, in the City's standard form, be registered on title, and provide a Certificate of Insurance showing The Corporation of the City of Guelph as an additional insured, in addition to the above fees.</p> <p>By signing below, I understand and agree to the terms of this Application.</p> <p>Signature of Property Owner: _____ Dated this ___ day of _____, 20__.</p>	

Please return the completed Application Form and Sketch with payment to:

**ServiceGuelph, City Hall, 1 Carden Street, Guelph
 or contact realty@guelph.ca if you require alternative arrangements.**

ServiceGuelph Payment Options: Cash, Cheque, Debit, Visa, Mastercard, American Express accepted.

What are the sketch requirements?

For complicated Encroachment Agreements we recommend the sketch be prepared by a Surveyor.



Please make sure the sketch or drawing:

- Is computer generated or hand drawn in Black ink
- On White paper - either Letter size (8.5 inches x 11 inches), Legal size (8.5 inches x 14 inches) or Ledger size (11 x 17) format
- Is Legible / Readable – Minimum 8 pt. size font
- Has a blank 1 inch border – ie. contain no writing or drawing lines 1 inch from any edge of the page
- Shows:
 - The municipal address
 - All property boundary lines in proximity to the Encroachment Area must be shown and labelled
 - All Street names in proximity to the Encroachment area
 - All street infrastructure (ie. trees, utility boxes, fire hydrants, etc.) must be identified
 - All encroaching items on the City lands must be identified
 - Measurements in meters of Encroaching items (length x width x height) and:
 - Distance to street infrastructure (sidewalk, fire hydrant, trees, utility boxes, etc.)
 - Distance to Property line
- For non-residential properties – The drawing must include the total Encroachment area(s) in square meters



Sketches / Drawings cannot:

- X – Mix Meters and Feet
- X – Have aerial images (i.e. Google Maps), photographs or graphics
- X – Use copyrighted materials without authorization
- X – Use colour