

CITY OF HAMILTON
APPLICATION FOR ENCROACHMENT AGREEMENT
CORRIDOR MANAGEMENT, ENGINEERING SERVICES DIVISION

The following items must be submitted with your application:

- Photos and drawings to illustrate encroachment
- Applications for commercial properties require a current plan prepared by an Ontario Land Surveyor
- Details of any other existing encroachments affecting the subject property for which there are agreements
- Application Fee payable with application in accordance with the City of Hamilton's User Fees & Charges By-law

APPLICANT INFORMATION

Applicant Name:

Mailing Address:

Primary Phone: **Secondary Phone:**

Email: **Fax:**

Are you the registered owner of the property? Yes No

If you answered No, please fill in the "OWNER INFORMATION" section below:

OWNER INFORMATION

Owner Name(s)
(As stated on title):

Mailing Address:

Primary Phone: **Email:**

LAWYER INFORMATION

**Lawyer Name/
Firm Name:**

Mailing Address:

Primary Phone: **Secondary Phone:**

Email: **Fax:**

PROPERTY INFORMATION

Municipal Address:

**Property Legal
Description:**

Property Identification Number (PIN):

Municipal Roll Number:

Property Type: Residential Industrial Commercial Other (Please Specify):

Contact Name in City Planning or Building Department (if applicable):

ENCROACHMENT INFORMATION

Please complete the following chart (one line per encroachment type):

#	Date Established (if existing)	Encroachment Type (eg. Steps, Porch, etc.)	Encroachment Measurement (onto Road Allowance)	Meters (m) or Feet (ft)	Materials	Road Allowance (Street Name)
1			_____ x _____			
2			_____ x _____			
3			_____ x _____			
4			_____ x _____			
5			_____ x _____			
6			_____ x _____			
7			_____ x _____			
8			_____ x _____			

****Please attach photos and/or drawings to support the above information****

Please identify any existing encroachments affecting the subject property for which there are agreements:

Please describe which alternatives have been considered to avoid the encroachment and why such alternatives have been deemed unreasonable:

ACKNOWLEDGEMENT

I acknowledge and agree that the owner of the property in the event this application is approved, will be required to enter into an Encroachment Agreement with the City and that I will be required to retain a solicitor to complete three (3) original encroachment agreements and register the encroachment agreement against the title to the owner's property, all of which will be at the owner's/applicant's expense.

I further agree and acknowledge that the information contained in this application and any documentation, including agreements, reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to allow the City of Hamilton to make this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Signature of Owner/Applicant: Dated:

Signature of Owner/Applicant: Dated:

PAYMENT

- PAYMENT OPTION 1:** Cheque Attached Cheque Mailed
Please make cheques payable to the "City of Hamilton".
- PAYMENT OPTION 2:** VISA or MASTERCARD
Upon receipt of application we will contact you to process payment for this Option

Please submit your completed application along with all necessary attachments to the following:

By Mail: **Attn: Road Programming Technician**
Corridor Management, Public Works Department
City of Hamilton
77 James Street North, Suite 320
Hamilton, ON L8R 2K3

OR

By Email: **encroachment@hamilton.ca**

If you have any questions or require any assistance in completing this application please contact our department by phone at 905-546-2424 ex. 5803 or by email to encroachment@hamilton.ca.