



City of Hamilton
City Hall, 71 Main Street West
Hamilton, Ontario
Canada L8P 4Y5
www.hamilton.ca

Planning and Economic Development Department
Development Planning, Heritage and Design
71 Main Street West, 5th Floor, Hamilton ON L8P 4Y5
Phone: 905-546-2424 Fax: 905-546-4202

Date:

File No.:

Address:

Dear **XX** :

**RE: Letter of Acknowledgement - (brief description of encroachment(s))
(address that encroachment benefits)**

Thank you for contacting the City of Hamilton and informing us that **[describe encroachment(s)]** (the “encroachment”) located at the above-noted address will/does encroach on City property. A description of the encroachment is outlined in Schedule 1 of this letter.

It has been determined that your encroachment:

- does not present any potential health and safety risk to pedestrian traffic.
- does not interfere with vehicular traffic, including blocking sight lines and viewing triangles.

We have determined that your encroachment:

- is not in the public’s best interest, for any other reason as determined by the City and must be removed, and / or is not permitted.

If the City, at any time, determines your encroachment does create any of these risks or that its removal is necessary for any other reason, you will be required to remove your encroachment immediately and to restore the City’s property to its original condition, all at your cost. Failure to comply with such a requirement may result in the City undertaking the removal and restoration and adding this cost to your tax roll.

In determining the design of your encroachment, please consider not only its installation but its removal, keeping in mind, as set out above, that you will be responsible for all cost to remove your encroachment when required to by the City.

**Subject: Letter of Acknowledgement - (brief description of encroachment(s))
(address that encroachment benefits) - Page 2 of 3**

Please confirm you have read and understood the information set out in this letter by signing the acknowledgement below and **returning the letter to us within 5 days**. Retain a copy for your records.

Please note this does not exempt you from any requirements for building permits.

Should you have any questions, contact Joe Gravina at (905) 546-2424 extension 1284 or by Email at Joe.Gravina@Hamilton.ca

Planning Division Acknowledgement

The undersigned acknowledge that they have read and understood the information set out above.

Name:
Title: [If applicable]
I have authority to bind the corporation.

Name:
Title: [if applicable]
I have authority to bind the corporation.

BH/sd

cc: Gord McGuire, Manager
Geomatics/Corridor Management, Public Works

**Subject: Letter of Acknowledgement - (brief description of encroachment(s))
(address that encroachment benefits) - Page 3 of 3**

**Schedule 1
Location/Description of the Encroachment**

Location of the encroachment:

[street address, legal address, and any photographs/ drawings of where the encroachment is/will be located]

Description of the encroachment:

[provide written description of the encroachment including dimensions of the encroachment and any drawings and images.]