

# ENCROACHMENT AGREEMENT

*An Encroachment Agreement is a written confirmation between the City and an owner of a property, in which the agreement allows a structure that encroaches onto land that the City holds interest, to remain in place.*

## SECTION 1: APPLICANT INFORMATION

Applicant Name / Company Name:		Your File Number:
Applicant Address:		
City:	Province:	Postal Code:
Contact Name: (if different from applicant)	Contact Phone Number:	Contact Email Address:
The applicant certifies the information provided on this application is accurate and complete.		
Applicant Signature:		Date:

## SECTION 2: PROPERTY ADDRESS FOR APPLICATION

Address:		
City: <b>Edmonton</b>	Province: <b>Alberta</b>	
If you are unsure of your address, provide your legal description below:		
Plan:	Block:	Lot:

### **Encroachment Agreement | 07.19**

The personal information collected on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used to process your Encroachment Agreement application. If you have questions or concerns about the collection, use, disclosure or destruction of the personal information collected on this form, please contact Service Advisor, Edmonton Service Centre, 2nd Floor, 10111 - 104 avenue NW, Edmonton, AB, T5J 0J4, 780-442-5054.

### SECTION 3: WHAT ARE YOU APPLYING FOR?

Select one of the following and complete the information below:

- Existing Structure(s): (Based on a Compliance Certificate Report) City File Number: \_\_\_\_\_
- Within the boundaries of your own property but on a right of way that the City holds interest.
  - Off of the subject property onto City owned land.

Provide justification for requesting that the City allow the encroaching structure(s) to remain:

- Proposed Structure(s): (Based on an approved Development Permit) City File Number: \_\_\_\_\_
- An approved development permit is required prior to the Encroachment Agreement application. (Unless otherwise exempted by the Development Officer)

Provide a list of encroaching structure(s) requested to appear in the agreement:

### SECTION 4: SUBMISSION REQUIREMENTS

Existing Structure(s):

- Four scaled copies of a real property report including the land titles certificate.**  
(Our office does not accept faxed, emailed, spliced or altered Real Property Reports)
- A separate document stating all the names to appear in this agreement.**  
(If not provided, the name(s) from the land title certificate will be used)
- Title instruments.**  
(upon request)
- A copy of the Compliance Certificate Report.**

Proposed Structure(s):

- Four scaled copies of a Plot Plan or Site Plan including the land titles certificate.**  
(Our office does not accept faxed, emailed, spliced or altered Real Property Reports)
- Four copies of Elevation and Section drawings.**

*Site Plan and Drawings to clearly show the property line and distances from the property line to the farthest encroaching point of the proposed encroaching structure.*

### SECTION 5: WHERE DO YOU WANT THIS MAILED?

If mailing address is different from Section 1, provide a mailing address in the space provided below.  
Applicant Name / Company Name:

Address:

City:

Province:

Postal Code:

#### WHERE TO APPLY

Edmonton Service Centre  
**2nd floor**, 10111 - 104 Avenue NW  
Edmonton, AB T5J 0J4  
Monday - Friday, 8am to 4:30pm

#### QUESTIONS?

Phone: **311** or if outside of Edmonton  
780-442-5311  
Email: [developmentsservices@edmonton.ca](mailto:developmentsservices@edmonton.ca)

#### FEES

For additional information,  
visit: [edmonton.ca/permitfees](http://edmonton.ca/permitfees)

Edmonton