

APPLICATION FOR ENCROACHMENT / ACCESS LEGAL AGREEMENT**PUBLIC WORKS AND ENGINEERING DEPARTMENT**

The following items must be submitted with your application:

- Photos and a stamped engineering drawing to illustrate encroachment.
- Applications for properties require a current plan prepared by an Ontario Land Surveyor.
- Details of any other existing encroachments/easements affecting the subject property for which there are agreements.
- Application fee payable with application in accordance with the Township of Wilmot's Fees & Charges By-law
- Deposit in accordance with the Township of Wilmot's Fees and Charges By-law (Legal, Survey)
- Letter of undertaking to the Clerk's Department which would state your intention to enter into an encroachment agreement with the Township of Wilmot + pay all associated costs.

1. APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Are you the registered owner of the property? Yes No

If you answered No, please fill out the "Owner Information" section below:

2. OWNER INFORMATION

Owner Name(s) As stated on title: _____

Mailing address: _____

Primary Phone: _____ Email: _____

3. APPLICANT LAWYER INFORMATION

Lawyer Name / Firm Name : _____

Mailing Address: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

4. PROPERTY INFORMATION

Municipal Address: _____

Property Legal Description: _____

Property Identification Number (PIN): _____

Municipal Role Number: _____

Property Type: Residential Industrial Commercial Other (please specify): _____

5. ENCROACHMENT INFORMATION

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

| # | Date Established (if existing) | Encroachment type (eg. Landscape features, accessibility access) | Encroachment Measurement (onto road allowance) | Metres | Materials | Road allowance (Street Name) |
|---|--------------------------------|--|--|--------|-----------|------------------------------|
| 1 | | | _____x_____ | | | |
| 2 | | | _____x_____ | | | |
| 3 | | | _____x_____ | | | |
| 4 | | | _____x_____ | | | |
| 5 | | | _____x_____ | | | |
| 6 | | | _____x_____ | | | |
| 7 | | | _____x_____ | | | |

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

Please identify and 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:

6. 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 Township of Wilmot 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 Township of Wilmot 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:

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7. PAYMENT**Payment Options:**

- Online through the Township Payment Application (accepts credit cards)
- By Cheque, in Person or the Security drop box at the administration complex located at 60 Snyder's Road West, Baden, Ontario.

8. SUBMISSION

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

By Email: engineering@wilmot.ca

9. APPROVAL (for office use only)

Approved

Not Approved

Signature: _____ Date: _____

If you have any questions or require assistance in completing the application please contact the Public Works and Engineering Department by phone at 519-634-8444 ex. 250 or by email to engineering@wilmot.ca.