

Applicant/Property Owner Information (applicant shall be registered owner)

Name	
Mailing Address	
Phone Number	
Email	

Encroachment Information

Address of property where encroachment is being requested	
Legal Description of property	
Municipal road allowance(s) where encroachment exists	
Description of encroachment	

Application Requirements

- ☐ Attached a Registered Plan (R Plan), survey or drawing depicting the property and exact location of the encroachment and any photographs that may assist in illustrating the encroachment.
- ☐ If encroachment requires a building permit, provide confirmation from the Building Department that a permit has been applied for.
- ☐ Application fee provided.

The applicant understands that all works will be constructed, altered, maintained, or operated at the expense of the undersigned and that the Township shall not bear any responsibility for any form of damage or deterioration occurring to these encroachments.

The applicant has read all the requirements outlined under By-law 25-40 including the following:

- Where an application to erect, install or maintain an encroachment has been approved, an encroachment agreement will be prepared, and once the applicant has been notified in writing that the encroachment agreement is ready for execution, the applicant shall have thirty (30) calendar days to execute same.
- Where an applicant fails to execute an encroachment agreement, within the thirty (30) calendar days, the applicant shall be deemed to have abandoned the application.
- No person shall obstruct, hinder or interfere with the free access to any encroachment by an employee, officer or agent of the Township.
- The issuance of an Encroachment Agreement with the Township does not relieve the applicant of the responsibility for complying with other relevant municipal by-laws.
- If the owner of any premises to which an encroachment is appurtenant desires to permanently discontinue the encroachment, they shall notify the Clerk in writing and the Clerk shall thereafter cause a notice to be sent to the owner advising that the encroachment shall be removed or filled in and closed up, and the public lands shall be restored to their former condition by the owner at their own expense.
- If the Clerk is at any time of the opinion that a breach of the terms and conditions attached to an encroachment agreement has occurred and that the encroachment should be discontinued, or where an encroachment agreement has expired, the Clerk may cause a notice to be sent to the owner advising that the encroachment be removed or filled in and closed up, and the public lands be restored to their former condition by the owner at their own expense.

In consideration of any agreement issued in respect to this application, we the property owner(s) ourselves, our heirs, executors, administrators, successors, and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said Agreement and to indemnify and save harmless, the Township of Clearview from and against all loss, cost, charges, damages, expenses, claims, and demands whatsoever to which may be put or which the Township of Clearview may suffer or sustain or for which the Township of Clearview may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

Owner signature: _____ Date: _____

Owner signature: _____ Date: _____

Notice with respect to Collection of Personal Information

This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001, c. 25, as amended. The information will be used in respect to preparing a public report for Council regarding the encroachment agreement. Personal information will be disclosed to the Clerk's Department in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 as amended. For more information, please contact the Clerks Department (705) 428-6230 ext.