



# PART I - APPLICATION

## LICENCE OF OCCUPATION AGREEMENT FOR EXISTING ENCROACHMENTS

(PLEASE PRINT CLEARLY)

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_ 20\_\_

TELEPHONE # \_\_\_\_\_ FAX# \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_  
*(If different from Applicant)*

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER (PIN): \_\_\_\_\_

DESCRIPTION OF ENCROACHMENT(S): \_\_\_\_\_

MAILING ADDRESS *(If different from above)*: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

This completed Application, together with the following, **must** be submitted to Realty Services prior to approving the preparation of the requested Licence of Occupation Agreement:

- An Administration Fee in the amount of **\$250.00**;
- Current Annual Fee in the amount of **\$50.00**; and
- Building Location Survey as prepared by an Ontario Land Surveyor showing the location(s) of the encroachment(s).

UPON APPROVAL of this Application by Realty Services, together with written approval for permission to encroach by all servicing departments and agencies, a Licence of Occupation Agreement will be prepared and forwarded to the Applicant for execution. Upon receipt of the executed Agreement and a completed Certificate of Insurance (see Standard Insurance Requirements attached), the Agreement will then be executed by the General Manager, Development Services Department, and a fully executed copy will be forwarded to the Applicant. The annual \$50.00 fee for every subsequent year will be included and form part of the Final Instalment of Realty Taxes for the subject property.

**Part II – APPROVAL FOR EXISTING ENCROACHMENTS**

**CITY OF THUNDER BAY – PLANNING DIVISION**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – ENGINEERING DIVISION**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – THUNDER BAY TELEPHONE**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**CITY OF THUNDER BAY – THUNDER BAY HYDRO**

PERMISSION TO ENCROACH  Yes  No

CONDITIONS/COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_  
Name & Title (Please Print)

DATE: \_\_\_\_\_, 20\_\_\_\_ AUTHORIZED SIGNATURE

**Part II – APPROVAL FOR EXISTING ENCROACHMENTS**

**UNION GAS**

**PERMISSION TO ENCROACH**

**Yes**

**No**

**CONDITIONS/COMMENTS:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_

Name & Title (Please Print)

**DATE:** \_\_\_\_\_, 20\_\_\_\_

**AUTHORIZED SIGNATURE**

**SHAW CABLE**

**PERMISSION TO ENCROACH**

**Yes**

**No**

**CONDITIONS/COMMENTS:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_

Name & Title (Please Print)

**DATE:** \_\_\_\_\_, 20\_\_\_\_

**AUTHORIZED SIGNATURE**