



# PART I – APPLICATION FOR AGREEMENT

## LICENCE OF OCCUPATION AGREEMENT FOR EXISTING BUILDING ENCROACHMENTS ONTO CITY LAND

(PLEASE PRINT CLEARLY)

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

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

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

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

PROPERTY IDENTIFICATION NUMBER (PIN) AND/OR LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

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

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

REASON FOR REQUEST OF ENCROACHMENT LICENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This completed Application, together with the following, **must** be submitted to Realty Services for review and approval of the requested Licence Agreement:

- An Administration Fee in the amount of **\$339.00 (\$300.00 + \$39.00 HST)**; Non refundable
- Fully Dimensioned Sketch or Building Location Survey showing the location(s) of the proposed access including nearby hydro poles, infrastructure, buildings, etc.

Upon approval of the Application and prior to finalizing the Licence Agreement, Realty Services will additionally require the following:

- Proof of Liability Insurance in accordance with the attached insurance certificate to be completed by your insurance company/broker; and
- Current Annual Fee in the amount of **\$100.00**; (for first year, subsequent years the fee will be annexed to the Tax Roll)

UPON approval of this Application by Realty Services, AND/OR all servicing departments and agencies, the Applicant will be notified of such approval and the necessary licence agreement will be prepared. 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 and Emergency Services Department, and a fully executed copy will be forwarded to the Applicant. The annual \$100.00 fee for every subsequent year will be included and form part of the Final Instalment 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  
LIZ ZWEEP 623-4400 LIZ.ZWEEP@TBAYTEL.COM**

PERMISSION TO ENCROACH  Yes  No

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

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

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

**Part II – APPROVAL FOR EXISTING ENCROACHMENTS**

**CITY OF THUNDER BAY – SYNERGY NORTH**  
**JAMES MANN 343-1036 [JMANN@SYNERGYNORTH.CA](mailto:JMANN@SYNERGYNORTH.CA)**

**PERMISSION TO ENCROACH**     **Yes**                       **No**

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

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

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

AUTHORIZED SIGNATURE

**ENBRIDGE GAS**

**JONATHAN FOULDS 684-8895 [JONATHAN.FOULDS@ENBRIDGE.COM](mailto:JONATHAN.FOULDS@ENBRIDGE.COM)**

**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