



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 **\$367.25 (\$325.00 + \$42.25 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 **\$110.00**; (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 \$110.00 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
MITCHELL MALCOLM 625-3016 MITCHELL.MALCOLM@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
ARMANDO SIMEONI 343-1005 ASIMEONI@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

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

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ _____

AUTHORIZED SIGNATURE

SHAW CABLE – ProjectManagerOntario@sjrb.ca

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

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ _____

AUTHORIZED SIGNATURE