



# PART I – APPLICATION FOR AGREEMENT

## LICENCE OF CITY OWNED LAND FOR USE, ENCROACHMENTS AND OCCUPATION

(PLEASE PRINT CLEARLY)

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

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

ADJACENT PROPERTY OWNER/LICENSEE: \_\_\_\_\_

*(If different from Applicant)*

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

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

REASON/DESCRIPTION OF INTENDED USE OR OCCUPATION OF CITY LAND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- An Administration Fee in the amount of **\$372.90 (\$330.00 + \$42.90 HST)**; (Non refundable)
- Fully Dimensioned Sketch showing the location(s) of the proposed encroachment/use including nearby hydro poles, infrastructure, buildings, trees, access etc.

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

- Proof of Liability Insurance in accordance with the attached insurance certificate to be completed by your insurance company/broker.
- Annual fee to be established based on fair market value. (First year only – subsequent years to be invoiced)
- In order to invoice you for the annual licence fee the attached Credit Application Form is required.

Licence will expire at the end of the term or upon any new unauthorized improvements or new unauthorized uses of the land. Note: Licence Agreement does not provide exclusive use unless otherwise stated.

UPON APPROVAL of this Application by Realty Services, together with written approval for permission to use or occupy by all servicing departments and agencies, a Licence Agreement will be prepared and forwarded to the Applicant for execution. Upon receipt of the executed Agreement and a completed Certificate of Insurance, the Credit Application form and the first years Licence fee 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.

**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

**CITY OF THUNDER BAY – SYNERGY NORTH  
CONNOR HANLEY 343-1005 [CHANLEY@SYNERGYNORTH.CA](mailto:CHANLEY@SYNERGYNORTH.CA)**

PERMISSION TO ENCROACH  Yes  No

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

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

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

**ENBRIDGE GAS**

**TRACEY TREVISAN 684-8825 TRACEY.TREVISAN@ENBRIDGE.COM**

PERMISSION TO ENCROACH  Yes  No

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

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

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

**SHAW CABLE – [ProjectManagerOntario@sjrb.ca](mailto:ProjectManagerOntario@sjrb.ca)**

PERMISSION TO ENCROACH  Yes  No

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

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

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

*\*\*The Application Fee is non-refundable which is why we ask the applicants to obtain approval from the various utilities / agencies prior to submitting the application form and accompanying fee.*