



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 **\$339.00 (\$300.00 admin fee + \$39.00 HST)**;
- Current Annual Fee in the amount of **\$100.00**; 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 \$100.00 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
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

**CITY OF THUNDER BAY – THUNDER BAY HYDRO
JAMES MANN 343-1036 JMANN@TBHYDRO.ON.CA**

PERMISSION TO ENCROACH Yes No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ AUTHORIZED SIGNATURE

