



REAL ESTATE & DEVELOPMENT SERVICES

APPLICATION FORM FOR ENCROACHMENT CONSENT LETTER (SCHEDULE A)

DATE: _____

APPLICANT FILE NO: _____
(If applicable)

MUNICIPAL PROPERTY ADDRESS (subject property):

I/we, _____ is/are the registered
owner(s) of _____ (Property Address). I/we agree that if the City
approves of the encroachment, I agree to the terms and conditions of the encroachment consent
letter. A blank copy of the encroachment consent letter is attached for reference.

Signature(s): _____

APPLICANT NAME <i>(Law Firm/Realtor/Survey Company acting on behalf of the Property Owner or Homeowner):</i>		
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE (Home):	(Work):	(Cell):
EMAIL:		
DOCUMENTS: <input type="checkbox"/> MAIL OR <input type="checkbox"/> EMAIL		

REQUIRED DOCUMENTS: (if emailing the maximum email size accepted is 10mb per email)

1. Application Form (this form)
2. Original Real Property Report (RPR) **with Compliance** or Development Permit Stamp
3. Current copy of Title
4. **Payment – Online at [Cityonline](#) First you must have a myID account and requires Microsoft Edge or Chrome to open** or you can mail in a cheque.