



Applicant Information			
Applicant Name			
Applicant E-mail			
Mailing Address of Applicant			
Applicant Telephone(s)	Home:		Work or Cell:
Property Owner			
Property Owner Telephone(s)	Home:		Work or Cell:
Legal Description	Lot:	Block:	Plan:
Request for a License Agreement must include:			
1.	Recent copy of the Certificate of Title for the Property.		
2.	Real property report. This is a detailed map of the specific property prepared by a Canada Lands Surveyor.		
3.	Sketch of the encroachment. This 8-1/2"x 11" sketch must show the dimensions and elevations to scale of the encroachment, along with a north arrow, and adjacent street names.		
4.	Photographs of the encroachment(s) and the immediate surrounding area.		
5.	Fee as prescribed by the Fees and Charges By-law No. 5059, as amended.		
Request (or attach letter):			
Signature of Applicant		Date	

<p>FOR OFFICE USE ONLY:</p> <p>Fee Paid: \$1,000.00</p> <p>GL #: 0000-0-2040</p>
