

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE
APPLICATION FOR ENCROACHMENT PERMIT

NOTIFICATION: Pursuant to the **Municipal Freedom of Information and Protection of Privacy Act**, some Personal Information may be required for the completion of Town or other public agency forms and will be used solely for the purpose for which it is collected.

NAME OF APPLICANT: _____ TELEPHONE: _____ E-MAIL: _____ ADDRESS: _____ POSTAL CODE: _____	DATE: _____ DATE REQUIRED: _____
LOCATION OF WORK IS WITHIN HIGHWAY OR ROAD ALLOWANCE AND ADJOINING OR ADJACENT TO THE PROPERTY DESCRIBED AS: ☐ SAME AS ABOVE ADDRESS ☐ OTHER: _____ LOT OR HOUSE # CONCESSION/PLAN NO./STREET SIDE OF STREET LOCATION MARKED WITH: _____	
TYPE OF ENCROACHMENT ☐ ALTERATION TO EXISTING A) ENTRANCE APPROVAL ☐ FARM USE ☐ PERMANENT ☐ TEMPORARY ☐ RESIDENTIAL ☐ COMMERCIAL OR INDUSTRIAL ☐ CULVERT ☐ CURB CUT	SPECIFY: _____ _____ _____ _____ _____
B) OTHER: ☐ UTILITY CUT ☐ WATER LINE ☐ SEWER LINE ☐ MISC: _____ _____ C) NAME OF CONTRACTOR PERFORMING WORK NAME: _____ ADDRESS: _____ TOWN: _____ POSTAL CODE: _____ PHONE: _____ E-MAIL: _____	
Sketch Box (If more room is needed, please include the sketch as an attachment.)	

THIS SECTION TO BE COMPLETED BY APPLICANT:

- I UNDERSTAND THAT ALL WORKS WITHIN THE ENCROACHMENT WILL BE CONSTRUCTED, ALTERED, MAINTAINED OR OPERATED AT THE EXPENSE OF THE APPLICANT.
- NO WORK IS TO BE STARTED BEFORE A PERMIT HAS BEEN ISSUED.
- IN CONSIDERATION OF ANY PERMIT ISSUED IN RESPECT TO THIS APPLICATION, THE APPLICANT AND ALL SUCCESSORS AND ASSIGNS HEREBY AGREE TO OBSERVE, KEEP AND PERFORM AND BE SUBJECT TO THE REGULATIONS AND CONDITIONS OF THE SAID PERMIT AND TO INDEMNIFY AND SAVE HARMLESS THE TOWN OF WHITCHURCH-STOUFFVILLE, ITS EMPLOYEES, AGENTS, CONTRACTORS, AND ASSIGNS AGAINST ALL LOSS, COST, CHARGES, DAMAGES, EXPENSES, CLAIMS AND DEMANDS WHATSOEVER TO WHICH THE TOWN OF WHITCHURCH-STOUFFVILLE, ITS EMPLOYEES, AGENTS, CONTRACTORS OR ASSIGNS MAY BE PUT OR WHICH THEY MAY SUFFER SUSTAIN OR FOR WHICH THEY MAY BE LIABLE BY REASON OF ANYTHING DONE OR OMITTED TO BE DONE IN THE CONSTRUCTION, MAINTENANCE, ALTERATION OR OPERATION OF THE AUTHORIZED WORK.
- THE UNDERSIGNED HEREBY PERMITS THE TOWN OF WHITCHURCH-STOUFFVILLE, ITS EMPLOYEES, AGENTS, CONTRACTORS OR ASSIGNS TO ENTER ONTO THE LANDS TO CONDUCT WHATEVER INSPECTIONS MAY BE NECESSARY.
- I AGREE THAT THE TOWN OF WHITCHURCH-STOUFFVILLE IS NOT RESPONSIBLE FOR THE CONSTRUCTION OR MAINTENANCE OF ANY PORTION OF THE DRIVEWAY ENTRANCE SURFACE WITHIN THE MUNICIPAL ROAD ALLOWANCE.

SIGNED: _____ DATE: _____
OWNER / AGENT / APPLICANT

FOR WORK USE:

WORK TO BE DONE BY: _____ ENCROACHMENT FEE: _____
GENERAL COMMENT: _____ SECURITY DEPOSIT: _____
_____ PAYMENT RECEIVED: _____

APPROVED: _____ DATE: _____

CONDITIONS

- It is the responsibility of the property owner or their representative to contact the various utility companies to arrange stake-outs for the buried services that may exist in the work area.
- The Public Works Department requires forty-eight (48) hours notification prior to any work being performed on the road allowance.
- All disturbed areas are to be restored to their original condition.
- This approval is conditional upon the work being completed within eighteen (18) months of the date of application.
- Upon expiry of the eighteen (18) month period, the applicant will re-apply to the Public Works Department.