



APPLICATION FOR ENCROACHMENT AGREEMENT

Fee: \$350.00 (PL02)

Receipt #: _____

Print Form

Applicant: _____ Tel. No.: _____

Mailing Address: _____

Registered Owner of Land: _____ Tel. No.: _____

Mailing Address: _____

Interest of Applicant, if not the Owner: _____

Encroachment Required For: Fence Garage Shed Other _____

Written acknowledgements from utility service providers indicating that they have no objections to allowing the encroachment (see list of utility service providers on page 2 of this application).

Details of Encroachment: You must attach the following responses and indicate preliminary response:

- | | | |
|--------------------------|-------------------------------------|--|
| Alberta Transportation | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |
| ATCO Gas | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |
| Axia Netmedia (Supernet) | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |
| Bell | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |
| FortisAlberta | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |
| Shaw Cable | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |
| Telus | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |
| Yellowhead Gas | <input type="checkbox"/> Objections | <input type="checkbox"/> No objections |

Legal Description: Plan: _____ Block: _____ Lot: _____

ANY PERSONAL INFORMATION THAT YOU PROVIDE TO OUR OFFICE IS BEING COLLECTED FOR THE PURPOSE OF PROVIDING A MUNICIPAL SERVICE AS SPECIFIED IN THE MUNICIPAL GOVERNMENT ACT AND WILL BE USED ONLY IN ACCORDANCE WITH THAT ACT.

For Office Use Only

Internal Department Circulations: Protective Services/Community Services Transportation Utilities Environmental & Fleet Services Eng & Planning

Approval Process

4 signed Agreements and 4 signed Affidavits to Applicant on: _____

Received back 4 Agreements & Affidavits on: _____

Sent 3 signed & sealed Agreements with Affidavits, & Caveat with Affidavit on: _____

Gave 1 original Agreement to be filed in Finance vault on: _____

Must be registered with Land Titles by: _____

Received confirmation Agreement registered on title: _____

Refusal Process

Letter sent to Applicant on: _____ advising Encroachment refused and must removed by _____

Date Confirmed encroachment has been removed: _____

Date Stamp Received

Encroachment Agreement Information

An Encroachment Agreement often is required when a structure such as a fence, shed, house, garage, etc. is constructed beyond your property line(s) or over an easement or right-of-way. Encroachments are usually discovered when a property is surveyed or sometimes when a Certificate of Compliance is requested.

An Encroachment Agreement is a formal acknowledgement by the Town to allow the structure to remain as is.

How to obtain an Agreement for Structures Encroaching onto Town Lands

1. If you have a structure (for example a fence, shed, house, garage, etc.), as shown on a recent Real Property Report, that encroaches over Town Lands (street, avenue, lane, road right of way, utility right of way, municipal reserve, etc.) an Encroachment Agreement is usually required or the structure(s) is/are required to be removed.
2. An application form (page 1 of this application) is required to be filled out in full.
3. You must obtain written acknowledgements from utility service providers indicating that they have no objections to allow the encroachment. Contact name and numbers are listed below:

Utility Service Provider	Contact Person	Phone No.	Email
Alberta Transportation	Nuzhat Butt		https://roadsideplanning.alberta.ca/
ATCO Gas	Jade Bushell	780-508-4649	encroachments@atcogas.com
Axia Netmedia Supernet	Jim Rozak	403-538-4063	jim.rozak@axia.com
Fortis Alberta	Tracy Davidson	780-464-8815	landserv@fortisalberta.com
Shaw Cable	Farooq Zafar	780-665-5440	farooq.zafar@sjrb.ca
TELUS	Amandeep Singh	780-915-7457	rightofwayab@telus.com
Yellowhead Gas Coop	Rod Scherger	780-723-4214	info@yellowheadgas.com

4. Once you receive written acknowledgement of "no objection" to the encroaching structure(s), you can submit your completed application form, all written supporting documents (email responses are acceptable), an Real Property Report no older than 10 years showing the encroachment, and the non-refundable application fee of \$350.00 to the Development Authority for review and referral to Town departments.
5. If your application is approved, the Development Authority will provide you three copies of the Encroachment Agreement for you to review and for you and your witness to sign. Your witness must also sign an affidavit. You must return the Agreements to the Town once signed and pay a \$100.00 submission fee to the Town for the Land Titles Office.
6. The Town will then sign and seal the Agreements and return three copies to you with a Caveat. The Town must register the agreement on the Land Title within 30 days.
7. Once the agreement is registered on the Land Title, you will provide the Town with a copy of the land title showing the registration of the Agreement. Fees apply for LTO.
8. If your application is rejected, you will receive a letter advising when you must remove the encroaching structure(s). The application fee is non-refundable.

NOTE: *The Town does not require agreements for structures that are encroaching over private lands.*