

Encroachment Agreement Application

(office use only)

APPLICATION #:		Application Fee: \$300.00	
Date Application Received:		Date Application Fee Received:	
Tax Roll No.:		Receipt #:	
Real Property Report Submitted?:	<input type="radio"/> Yes	Statutory Declaration Required?	<input type="radio"/> Yes
Date of RPR:	<input type="radio"/> No		<input type="radio"/> No
Circulated to:	<input type="radio"/> Engineering and Infrastructure <input type="radio"/> Community Services <input type="radio"/> Corporate Services	<input type="radio"/> ATCO Gas land.admin@atcogas.com <input type="radio"/> ATCO Electric landinquiries@atcoelectric.com <input type="radio"/> ATCO Pipelines HP.circulations@atco.com <input type="radio"/> Telus circulations@telus.com ; rightofwayAB@telus.com <input type="radio"/> Alberta Transportation transdevelopmentpeaceriver@gov.ab.ca	

Where applicable, this application is to be completed in full by the registered owner of the land or by an authorized person acting on behalf of the owner. Please meet with the Planning and Development Department prior to submitting your application. An Encroachment Agreement is a written confirmation between the Town and an owner of a property, in which the agreement allows a structure that encroaches onto land that the Town holds interest, to remain in place.

APPLICANT/OWNER INFORMATION

1)	Applicant:		Company:
	Email Address:		Telephone:
	Mailing Address:		Alternate Telephone:
	Town:	Prov.:	Postal Code:
2)	Registered Owner: <small>(if applicant is other than owner)</small>		Mailing Address:
	Town:	Prov.:	Postal Code:
	Email Address:		Telephone:

PROPERTY ADDRESS FOR APPLICATION

3)	Municipal Address:		
	Town: Peace River	Prov.: AB	Postal Code:
	Legal Description Lot/Block/Plan or Quarter/Section/Twp/Range		

ENCROACHMENT DETAILS

4)	What is the encroachment?
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RIGHT OF ENTRY

6)	I/We, _____ give consent to allow a person(s) designated by the Town the right to enter and inspect the above land and/or building(s) with respect to this application only.	
	Signature:	Date:

CERTIFICATION AND SIGNATURE

Registered owner or person acting on their behalf

I, hereby certify that I *a) am the registered owner or b) am authorized to act on behalf of the registered owner(s)*, and that the information given on the form is complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

7)	Applicant's Signature:	Date:
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This information is being collected under authority of sections 33(a) and (c) of the Freedom of Information and Protection of Privacy Act. Your personal information will be used to process your application(s). Please be advised that your name, address, and details related to your permit may be included on reports that are available to the public as required or allowed by legislations. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to the Director of Corporate Services (780) 624-2574

ADDITIONAL APPLICATION REQUIREMENTS

The Encroachment Agreement Application must be complete prior to a decision being made.

The application must include the following:

OFFICE	COMPLETED BY APPLICANT
<input type="radio"/>	<input type="radio"/> Application fee – The fee must be paid in full at the time of application and is non-refundable.
<input type="radio"/>	<input type="radio"/> One (1) original copy of an Alberta Land Surveyor's Real Property Report (faxed, emailed, or spliced copies will not be accepted).
<input type="radio"/>	<input type="radio"/> A copy of the Certificate of Title
<input type="radio"/>	<input type="radio"/> Letter of authorization from the registered landowner (if applicant is other than owner).