



# ENCROACHMENT APPLICATION

Date: \_\_\_\_\_

## TO BE FILLED OUT BY APPLICANT

\_\_\_\_\_ print owner's full name

\_\_\_\_\_ owner's address

\_\_\_\_\_ owner's phone number

\_\_\_\_\_ address of property adjacent to proposed encroachment location

\_\_\_\_\_ legal description of property adjacent to proposed encroachment location

optional: if third party to correspond on your behalf, please provide their contact information below

\_\_\_\_\_ print primary contact's full name

\_\_\_\_\_ contact's company name

\_\_\_\_\_ contact's address

\_\_\_\_\_ contact's cell number      \_\_\_\_\_ contact's phone number

\_\_\_\_\_ contact's fax number      \_\_\_\_\_ contact's email

## INTERNAL STAFF ONLY

\_\_\_\_\_ date received

\_\_\_\_\_ by

application type:

- minor encroachment (complies with Council policy)
- major encroachment (requires Council approval)

attachments:

- authorization of owner(s) of property adjacent to proposed encroachment to proceed with application (if different than applicant)
- the location, extent, nature and purpose of the proposed encroachment, including dimensions and materials
- a statement regarding construction and maintenance of the encroachment
- sketch, drawing or plan of encroachment
- photo of proposed encroachment location (optional)
- additional information as required by the Director of Engineering & Transportation Fee

checked by Engineering

checked by Planning

**Application:** The applicant hereby acknowledges that this application is made pursuant to the *Boulevards Bylaw #4886, 2016, as amended*. **Legal Costs:** The applicant hereby agrees to assume all legal costs directly incurred by the District through the processing of this application. **Utility Lots:** This form shall be used for an application within a municipally owned utility lot. **Validity:** An application for an Encroachment Permit application lapses if the Permit is not obtained within 180 days from the date of application. An application that requires Council consideration lapses if a decision has not been obtained within one year from the date of application.

**I/We hereby agree to the terms contained in this application form.**

\_\_\_\_\_ name of applicant/company:      \_\_\_\_\_ applicant address:

\_\_\_\_\_ signature:      \_\_\_\_\_ date:

**Freedom of Information and Protection of Privacy Act:** personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your development application. If you have any questions about the collection and use of this information please contact Legislative Services, Records & Information Management Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver BC V7V 3T3.

#3913655