



ENCROACHMENT APPLICATION

Date: _____

TO BE FILLED OUT BY APPLICANT

Owner's Full Name

Owner's Mailing Address

Owner's Phone Number

Owner's Email

Civic Address of Property Adjacent to Proposed Encroachment

Description of Proposed Encroachment

Dimensions and Materials of Proposed Encroachment

Optional: If a third party will correspond on the Owner's behalf, please provide their contact information below and attach a signed [Registered Owner's Authorization Letter](#).

Primary Contact's Full Name

Primary Contact's Company Name (if applicable)

Primary Contact's Email

REQUIRED SUPPORTING INFORMATION

Boulevard Location and Extent of Proposed Encroachment

Statement Regarding Purpose, Construction and Maintenance of the Proposed Encroachment

- Required Attachments:
- Drawing or Plan of Proposed Encroachment
 - Photo of Proposed Encroachment Location
 - Authorization of Owner(s) of Property Adjacent to Proposed Encroachment To Proceed with Application (if different than applicant)

FEES AND CHARGES

Upon receipt of a completed application, staff will issue a Fee Slip for payment of the Application Fee as specified in the *Fees and Charges Bylaw*.

Processing and review of this application will not proceed until payment is received. Consideration of an application may be deferred if it contains incomplete or inaccurate information.

Application: The applicant hereby acknowledges that this application is made pursuant to the *Boulevard Bylaw No. 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. **Permit:** If issued, the Director may make an encroachment permit subject to such terms and conditions as the Director deems appropriate.

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

Full Name of Applicant/Company:

Signature of Applicant

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.