

ENCROACHMENT AGREEMENT



An Encroachment Agreement is a written confirmation between the City and an owner of a property, in which the agreement allows a structure that encroaches onto land that the City holds interest, to remain in place.

SECTION 1: APPLICANT INFORMATION

Applicant Name / Company Name:		Your File Number:
Applicant Address:		
City:	Province:	Postal Code:
Contact Name: (if different from applicant)	Contact Phone Number:	Contact Email Address:
The applicant certifies the information provided on this application is accurate and complete.		
Applicant Signature:		Date:

SECTION 2: PROPERTY ADDRESS FOR APPLICATION

Address:		
City: Edmonton	Province: Alberta	
If you are unsure of your address, provide your legal description below:		
Plan:	Block:	Lot:

Encroachment Agreement | 07.07.23

The personal information collected on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used to process your Encroachment Agreement application. If you have questions or concerns about the collection, use, disclosure or destruction of the personal information collected on this form, please contact Service Advisor, Edmonton Service Centre, 2nd Floor, 10111 - 104 avenue NW, Edmonton, AB, T5J 0J4, 780-442-5054.

SECTION 3: WHAT ARE YOU APPLYING FOR?

Select one of the following and complete the information below:

- Existing Structure(s): (Based on a Compliance Certificate Report) City File Number: _____
- Within the boundaries of your own property but on a right of way that the City holds interest.
 - Off of the subject property onto City owned land.

Provide justification for requesting that the City allow the encroaching structure(s) to remain:

- Proposed Structure(s): (Based on an approved Development Permit) City File Number: _____
- An approved development permit is required prior to the Encroachment Agreement application. (Unless otherwise exempted by the Development Officer)

Provide a list of encroaching structure(s) requested to appear in the agreement:

SECTION 4: SUBMISSION REQUIREMENTS

Existing Structure(s):

- A copy of the Real Property Report**
(Our office does not accept spliced or altered Real Property Reports)
- A recent copy of the Land Title certificate; title instruments may be required upon request**
- A separate document stating all the names to appear in this agreement**
(If not provided, the name(s) from the land title certificate will be used)
- A copy of the Compliance Certificate Report**

Proposed Structure(s):

- A copy of the Plot Plan or Site Plan**
(Our office does not accept spliced or altered Real Property Reports)
- A recent copy of the Land Title Certificate; title instruments may be required upon request**
- A copy of the Elevation and Section drawings**

Site Plan and Drawings to clearly show the property line and distances from the property line to the furthest projecting point of the proposed encroaching structure.

SECTION 5: HOW DO YOU WANT TO RECEIVE YOUR DRAFT AGREEMENT?

Select the option for delivery that you prefer:

- Email Pickup in person
- Mail

Address:

City:

Province:

Postal Code:

DROP OFF HERE

Edmonton Service Centre
2nd floor, 10111 - 104 Avenue NW
Edmonton, AB T5J 0J4
Monday - Friday, 8am to 4:30pm

QUESTIONS?

Phone: **780-442-5054**
Email: **encroachmentagreements@edmonton.ca**

FEES

For additional information,
visit: **edmonton.ca/permitfees**