



Development & Emergency Services Department
Realty Services Division
 2nd Floor, Victoriaville Civic Centre
 111 Syndicate Avenue S., P.O. Box 800
 THUNDER BAY, ON P7C 5K4
 Tel: (807) 625-3199 Fax: (807) 625-2977

PART I - APPLICATION

LICENCE OF OCCUPATION AGREEMENT FOR NEW CONSTRUCTION MINOR ENCROACHMENTS

(PLEASE PRINT CLEARLY)

APPLICANT: _____ DATE: _____ 20__

TELEPHONE # _____ FAX# _____ EMAIL: _____

PROPERTY OWNER: _____
(Full Names of all Registered Owners if different from Applicant)

PROPERTY ADDRESS: _____

PROPERTY IDENTIFICATION NUMBER (PIN) AND/OR LEGAL DESCRIPTION: _____

MAILING ADDRESS *(If different from above)*: _____

CITY: _____ POSTAL CODE: _____

REASON FOR REQUEST OF ENCROACHEMTN LICENCE: _____

This completed Application (Parts I and II inclusive), together with the following, **must** be submitted to Realty Services for review and approval of the requested Licence of Occupation Agreement:

This completed Application, together with the following, **must** be submitted to Realty Services for review and approval of the requested Licence Agreement:

- An Administration Fee in the amount of **\$372.90 (\$330.00 + \$42.90 HST)**; Non refundable
- Fully Dimensioned Sketch showing the location(s) of the proposed access including nearby hydro poles, infrastructure, buildings, etc.

Part II

Upon approval of the Application and prior to finalizing the Licence Agreement, Realty Services will additionally require the following:

- Proof of Liability Insurance in accordance with the attached insurance certificate to be completed by your insurance company/broker; and
- Current Annual Fee in the amount of **\$115.00**; (for first year, subsequent years the fee will be annexed to the Tax Roll)

UPON approval of this Application by Realty Services, AND/OR all servicing departments and agencies, the Applicant will be notified of such approval and the necessary licence agreement will be prepared. Upon receipt of the executed Agreement and a completed Certificate of Insurance (see Standard Insurance Requirements attached), the Agreement will then be executed by the General Manager, Development and Emergency Services Department, and a fully executed copy will be forwarded to the Applicant. The annual \$110.00 fee for every subsequent year will be included and form part of the Final Instalment for the subject property.

CITY OF THUNDER BAY – PLANNING DIVISION

PERMISSION TO ENCROACH Yes No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ AUTHORIZED SIGNATURE

CITY OF THUNDER BAY – ENGINEERING DIVISION

PERMISSION TO ENCROACH Yes No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ AUTHORIZED SIGNATURE

CITY OF THUNDER BAY – THUNDER BAY TELEPHONE
MITCHELL MALCOLM 625-3016 MITCHELL.MALCOLM@TBAYTEL.COM

PERMISSION TO ENCROACH Yes No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ AUTHORIZED SIGNATURE

CITY OF THUNDER BAY – SYNERGY NORTH
CONNOR HANLEY 343-1005 CHANLEY@SYNERGYNORTH.CA

PERMISSION TO ENCROACH Yes No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____ AUTHORIZED SIGNATURE

ENBRIDGE GAS

TRACEY TREVISAN 684-8825 TRACEY.TREVISAN@ENBRIDGE.COM

PERMISSION TO ENCROACH Yes No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____

AUTHORIZED SIGNATURE

SHAW CABLE – ProjectManagerOntario@sjrb.ca

PERMISSION TO ENCROACH Yes No

CONDITIONS/COMMENTS: _____

REVIEWED BY: _____
Name & Title (Please Print)

DATE: _____, 20____

AUTHORIZED SIGNATURE