

**ENCROACHMENT PERMIT APPLICATION**

A permit is required for all encroachments into or onto municipal land, within the Town of Gananoque. All applications submitted will be reviewed by the Public Works Department. All applications will be given consideration, however not all requests will be approved. A fee applies to all applications and must be paid upon submission of application. Please allow for at least 5 business days for application review.

APPLICATION DATE:		Date Received: _____
APPLICANT INFORMATION		
APPLICANT:		
ADDRESS OF INTENDED ENCROACHMENT:		
MAILING ADDRESS:	PHONE #:	
	EMAIL:	
CONTRACTOR INFORMATION (if applicable)	LOT #:	
	PLAN #:	
DESCRIPTION OF ENCROACHMENT		
Type of Encroachment:  Provide a brief description of encroachment, along with a detailed sketch or plan on a separate sheet, outlining the location of the encroachment to be completed.	_____	
Work Start Date:	Work Completion Date:	
Encroachment Permit Cost: \$55.00 Daily Occupancy Fee: \$11.25 per 6 metres (20ft) frontage  Interac, Cheque or E-Transfer (Credit Card, Cash not accepted)	Payment Received: \$ _____  Date Received: _____	
In consideration of any permit issued in respect to this application, the property owner and his or her agent hereby agrees to observe, keep and perform and be subject to the regulations and conditions of the said permit and indemnify and save harmless the Corporation of the Town of Gananoque from and against all loss, costs, charges, damages, expenses, claims and demands whatsoever to which it may be liable for reason of anything done or omitted to be done in the authorized encroachment.		
Proof of Insurance, WSIB and Traffic Control Plan are required from Applicant before the permit will be administered.		
Complete Application checklist: <input type="radio"/> Application Form <input type="radio"/> Payment <input type="radio"/> Proof of liability insurance and WSIB if required <input type="radio"/> Sketch <input type="radio"/> Traffic Control Plan		
I, the Undersigned, have read and agree to abide by all conditions set out in the Encroachment Permit requirements and approval letter, if issued. I have included a Traffic Control Plan, if required. I will submit the required fees as part of the application process and I will submit a request for a deposit refund upon completion of the work and approval process.		
Applicant Signature	Date	

ENCROACHMENT PERMIT	Office Use Only
Terms and Conditions (if any) for this Encroachment Permit:	
I, Public Works Manager or designate, hereby authorize and grant approval to proceed with the work included in this permit, and as outlined in the sketch, subject to any terms or conditions included with this document; and have received a Traffic Control Plan (if required)	
Signature: _____	
ENCROACHMENT PERMIT NUMBER:        EN-	

Final Inspection Date:	Permit finalized and work approved by:
Final Inspection Comments:	

APPLICANT:

**Upon completion of the work, Applicants must request a final inspection by calling 613-382-2149 Ext 1613 or email [pwinfo@gananoque.ca](mailto:pwinfo@gananoque.ca).** Once final inspection is completed, Applicants must send a request for deposit refund and include an Electronic Payment Form. All deposits are refunded by electronic transfer.

For more information regarding an Encroachment Permit, contact 613-382-2149 Ext 1613