

TOWN OF ANNAPOLIS ROYAL
Application for an Encroachment Permit

Name of Owner: _____

Building/Property Address: _____

The applicant:

1. Provides a description of the encroachment (picture, sketch, or narrative)
2. Encloses a permit fee of Fifty Dollars (\$50.00).
3. Provides an indemnity in favour of, and in a form satisfactory to, the Town for the defence and indemnification of any claims arising out of or in relation to the encroaching structure (see attached form);
4. Acknowledges that the permission of the Town to encroach may be withdrawn without payment of any compensation; and
5. Recognizes that notwithstanding the issuance of an Encroachment Permit, no person shall permit or cause a further or renewed encroachment once the original encroaching structure is demolished, destroyed or removed to the extent of 75% or more.

Applicant: _____ Date: _____

The Superintendent of Public Works acting as the Town Engineer has determined that:

6. The encroachment was made in error.
7. The encroachment does not significantly impede pedestrian or wheelchair traffic on a sidewalk or vehicular traffic on a roadway.

Superintendent of Public Works: _____ Date: _____

The Traffic Authority has determined that:

8. The encroachment does not pose a traffic hazard having regard to sight lines or otherwise;

Traffic Authority: _____ Date: _____

9. Council Approval

Notwithstanding sections 10 to 12 of the Town's Streets and Sidewalks Bylaw, Council may by Agreement, authorize an encroachment or the continuation of an encroachment upon, under or over a street for such period of time and upon at least one of the following conditions:

- To provide for wheelchair access in accordance with the National Building Code of Canada
- To alleviate an existing or future problem relating to access to Town infrastructure
- To provide access to Town infrastructure
- To improve pedestrian or vehicular flow
- To replace an existing structure

Council authorizes continuation of this encroachment for the reason(s) outlined above.

Motion No.: _____ Date: _____