

Applicant Checklist

Please [Y] to ensure the following is provided:

Two (2) copies of completed application;

"\$48; 083 Encroachment Fee



FILE NUMBER:

ENC - /1

TOWN OF PERTH

APPLICATION FORM FOR ENCROACHMENT

Pursuant to Sections 50 & 51 of the Planning Act, R.S. 0. 1990, c.p. 13, as amended

1.0 OWNER/APPLICANT INFORMATION

1.1 Owner's Name(s): _____

1.2 Applicant's Name(s): _____

(if not owner, please complete authorization in Section 10)

1.4 Applicant's Address: _____
Postal Code: _____

1.5 Reason why the Encroachment is requested: _____

2.0 PROPERTY DESCRIPTION AND INFORMATION

2.1 Municipal Description of Property

Street Name and Number: _____

2.2 Legal Description of Property

Reference/Registered Plan Number: _____

Part/Block/Lot Number: _____

Municipality: _____

Concession Number: _____

Lot Number: _____

2.3 The Date the Subject Land was Acquired by the Current Owner: _____

2.4 Dimensions of Property

Street Frontage: _____

Depth: _____

Area: _____

3.0 OFFICIAL PLAN & ZONING INFORMATION

3.1 Current Official Plan Designation of Property: _____

3.2 Current Zoning of Property: _____

3.3 The Existing Use of the Property is:

- | | |
|--|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Mixed use Describe _____ |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Other (Describe _____) |
| <input type="checkbox"/> Institutional | |

3.4 Provide the date of construction or length of time the Existing Uses have been on the property:

3.5 Describe the Proposed Uses of municipal road allowance: _____

3.6 Is the property within the Source Water Protection Zone?

- No Yes, IPZ Level _____ Checklist Attached

4.0 BUILDING AND STRUCTURE INFORMATION

This information can be shown on the drawing, but the floor area of each building must be provided below or on the sketch.

4.1 Existing Buildings or Structures on the Subject Land

- No
 Yes

If yes, please provide the following information for the building from which the encroachment will extend:

Type: _____

Front Lot Line Setbacks: _____

Rear Lot Line Setbacks: _____

Side Lot Line Setbacks: _____

Height (in metres/feet): _____

Dimensions/Floor Area: _____

4.2 Proposed Buildings or Structures to be erected on municipal road allowance

Please provide the following information for each building or structure:

Type: _____

Depth of encroachment : _____

Width of encroachment: _____

Height (in metres/feet): _____

Total Area covered: _____

5.0 SERVICING INFORMATION

5.1 Access to the Property (please [] applicable boxes)

- Provincial Highway
 Municipal Road
 Private Road
 Other Public Road

5.2 Type of Water Supply to the Subject Lands:

- Publicly owned and operated piped water system
 Privately owned and operated piped water system
 Privately owned and operated individual well
 encroaching feature will extend over a water supply line
(Provide a drawing indicating location of encroaching feature and water line).

5.3 Type of Sewage Disposal System Servicing Subject Lands:

- Publicly owned and operated sewage disposal system
 Privately owned and operated septic system
 Communal septic system
 encroaching feature/use will be located over sewer line.
(Provide a drawing indicating location of encroaching feature and sewer line)

5.4 Provision of Storm Drainage:

- Piped Sewers
- Ditches
- Swales
- Other means: _____

6.0 OTHER PLANNING APPLICATIONS

6.1 Has the land ever been the subject of a previous application under the Planning Act (i.e., a rezoning, minor variance or site plan application)

- Unknown
- No
- Yes (approximate date of application _____)

7.0 REQUIRED SKETCH INFORMATION

7.1 The following information must be included in the required drawing to be submitted with your complete application (please [√] boxes to confirm this information has been included):

- a) The boundaries and dimensions of the subject land;
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, the side yard lot lines and the nearest sidewalk, curb or pavement limit;
- c) The approximate location of all natural and artificial features on the subject land and on adjacent land that, in the opinion of the applicant, may affect the application such as buildings, trees, driveways, roads, watercourses, drainage ditches, water lines, sewer lines, hydro lines.
- d) The current uses on the land adjacent to the subject land;
- e) The location, width and name of any roads abutting the subject land, indicating whether it is a public traveled road, unopened road allowance, a private road or a right-of-way; and
- f) The location and nature of any easement affecting the subject land.

8.0 AFFIDAVIT/SWORN DECLARATION BY APPLICANT

8.1 An affidavit/sworn declaration by the applicant certifying that the information contained in this application form is true.

I, _____, of the _____
in the _____ do solemnly declare that:

All of the information and statements made in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the

_____ in the _____
this _____ day of _____, 20__.

Applicant's Signature

A Commissioner, etc.

(Above to be signed in the presence of a Commissioner)

9.0 AGREEMENT TO INDEMNIFY PURSUANT TO BYLAW NO. [REDACTED] THE CORPORATION OF THE TOWN OF PERTH

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Perth (the “Town”) from all costs and expenses the Town may incur in connection with the processing of this application.

Without limiting the foregoing, such costs and expenses shall include all administrative, legal, engineering, planning, advertising, and consulting fees and charges incurred or payable by the Town to process the application.

The Applicant agrees that if any amount owing to the Town in respect to the application is not paid within 30 days of being issued; the Municipality will not be required to process or to continue processing the application until the amount has been paid in full.

The Applicant further agrees, that any amount owing by the Applicant is a debt of the Applicant and the Town, in addition to other remedies available to it by law, is entitled to recover the amount owing with interest from the Applicant by actions in the Courts.

Signature of Applicant _____
Date

10.0 AUTHORIZATION FROM OWNER(S)

10.1 The owner(s) formal authorization permitting the applicant to make this application on the owner(s) behalf to the Town of Perth.

I/We _____, the owner’s of the property subject of this application, hereby authorize _____ to make this application on my/our behalf to the Corporation of the Town of Perth.

Witness (other than applicant) _____
(Owner’s Signature)

Witness Name and Title
(Please PRINT) _____
Owner’s Name and Title
(Please PRINT)

11.0 WAIVERS / CONFIDENTIAL INFORMATION

11.1 The applicant/owner hereby acknowledges that this application is a public document and all information provided in the application and information submitted with the application will be available for public review and scrutiny save for that portion of the application identified as confidential.

Applicant’s Signature _____
Owner’s Signature

11.2 The owner hereby authorizes Planning Staff or employees of the Corporation of the Town of Perth working on behalf of the Planning Director to enter onto the lands that are subject to this application during the regular business hours of the Town of Perth for the purpose of inspecting, evaluating and recording information about the site’s terrain and drainage, the exterior of any buildings and any other exterior features relevant to the application.

Applicant’s Signature _____
Owner’s Signature

Applicant’s Name and Title
(Please PRINT) _____
Owner’s Name and Title
(Please PRINT)

Confidential Information

Applicant's Information

Name: _____

Applicant's Contact Information

Home # _____ Work # _____ Cell # _____

Fax # _____ Email address _____

Owner's Information

Name: _____

Address _____ Postal Code _____

Owner's Contact Information

Home # _____ Work # _____ Cell # _____

Fax # _____ Email address _____

ADDITIONAL INFORMATION:

If you have any questions regarding the application process, you are directed to contact:

Town Planner
80 Gore Street East
Perth Town Hall
Perth, Ontario K7H 1H9
(613) 267-3311 (Tel.) ext. 2235