

ENCROACHMENT AGREEMENT & LICENCE TO OCCUPY APPLICATION

OFFICE USE ONLY		FILE #	AMENDED FILE #:	PAYMENT STAMP
FEES	<input type="checkbox"/> New Application \$450 <input type="checkbox"/> Amendment to existing \$150		GL# 1140500-000	
AMOUNT OWING: \$				
<input type="checkbox"/> NEW ENCROACHMENT AGREEMENT AND LICENCE TO OCCUPY <input type="checkbox"/> UPDATE EXISTING LICENCE TO OCCUPY (ONLY)				

All signage, awnings, fixtures or structures which project beyond the property line and into or above City of Nelson public lands require an up-to-date Encroachment Agreement registered against the Title of the Property, and a Licence of Occupation Agreement related to the Encroachment Agreement. These Agreements are made between the Property Owner(s) and the City of Nelson.

The undersigned hereby makes an application to enter into an Encroachment Agreement and License of Occupation Agreement with the City of Nelson according to the following information:

PROPERTY UNDER APPLICATION						
CIVIC ADDRESS:					PID(s):	
LEGAL DESCRIPTION:	LOT(S):	BLOCK:	D.L.:	PLAN:	FOLIO/ROLL: 219	
TYPE OF BUILDING:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use (Commercial + Residential)		<input type="checkbox"/> Industrial		
	<input type="checkbox"/> Residential	<input type="checkbox"/> Multi-Residential		<input type="checkbox"/> Other _____		
PURPOSE OF APPLICATION (IDENTIFIED ENCROACHMENTS)						
TYPE OF STRUCTURE: (ie: awning, projecting sign, wall etc.) _____						
STRUCTURE IS: <input type="checkbox"/> New <input type="checkbox"/> Existing		LOCATION ON PROPERTY:				
APPLICANT						
APPLICANT IS THE: <input type="checkbox"/> OWNER <input type="checkbox"/> AUTHORIZED AGENT OF THE OWNER						
NAME:			PHONE:		PHONE (ALTERNATE) :	
BUSINESS NAME (IF APPLICABLE):			INCORPORATION NO. (IF APPLICABLE):			
MAILING ADDRESS:			POSTAL CODE:		E-MAIL:	
REQUIRED SUPPORTING DOCUMENTATION						
The following must be submitted once the application is approved:						
<input type="checkbox"/> Proof of Liability Insurance in the amount of \$5,000,000.00, naming the City of Nelson as an "Additional Insured".						

SIGNATURES

_____ Dated this _____ Day of _____ 20 _____
 APPLICANT'S SIGNATURE

The City of Nelson is collecting your personal information in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or FOI@nelson.ca or 250-352-8234.