

ENCROACHMENT AGREEMENT & LICENCE TO OCCUPY APPLICATION

OFFICE USE ONLY	FILE #	AMENDED FILE #:	PAYMENT STAMP
FEES	New Application/Amendment to exiting: \$450	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.