

Encroachment Agreement Application Form

If you are unable to answer any of these questions, please contact the Planning Clerk by phone at 613-256-2064 or by email at mplanner@mississippimills.ca

If the Applicant is different from the Owner, please complete the **APPLICANT/AGENT** Authorization Form below.

Section 1 - General information

Applicant:

Mailing Address:

Email and Phone Number(s):

Owner (if different from Applicant):

Mailing Address:

Email and Phone Number(s):

Section 2 - Property Information

Address of Property where encroachment is being requested:

Legal Description of Property:

Municipal road allowance where encroachment exists:

Description of Encroachment:



Does this application relate to a modification to an existing encroachment?

Yes No If **yes**, what is the modification:

Does this Application Relate to a Planning Act application?

Yes No If **yes**, what is the file number?

Does the encroachment require a building permit? Yes No

Declaration of Property Owner for Easement Layout (design):

I, (print name/s) declare that I/we am/are
the property owner(s) of the lands described above and that the submitted plan is
my/our drawing(s). I/we assume full responsibility for the depicted design and accuracy
of the information shown. I/we have been informed that a survey or plan from a qualified
professional should be provided to identify accurately any encroachments from my
property onto a municipal road allowance. I/we certify that the information contained in
this submission is true to the best of my/our knowledge.

Date: Signature: _____

Signature: _____



Notice with respect to Collection of Personal Information

This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001, c. 25, as amended. The information will be used in respect to preparing a report for Council regarding the encroachment agreement. Personal information will be disclosed to the Clerk's Department in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 as amended.

APPLICANT/AGENT AUTHORIZATION FORM

I, _____ being the _____ registered owner(s),
_____ executor/executrix, _____ signing corporate officer(s) of the lands for which this
application is to be made, hereby authorize and direct
to act as my agent and on my behalf to apply to the Corporation of the Municipality of
Mississippi Mills for an encroachment agreement on the lands herein described.

Legal Description:

Street Address:

SIGNED, SEALED AND DELIVERED
in the presence of

Date

Signature

SEAL