



ENCROACHMENT AGREEMENT APPLICATION FORM

Planning & Urban Design ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ compliance@okotoks.ca ■ Phone: 403.995.2760

Applicant Name: _____ Company: _____
(if applicable)

Applicant Mailing Address: _____

(including Postal Code)

Phone #: _____ Email: _____
If a response has not been received within two weeks, please check your Junk folder

Encroachment Agreement Requested for:

Civic Address: _____

Legal Description: _____
Lot(s) Block Plan Quarter Section

A CHECKLIST OF THE INFORMATION REQUIRED TO COMPLETE THIS APPLICATION IS PROVIDED ON PAGE 2 OF THIS FORM.

To apply, complete the application form and email it together with all the required information to compliance@okotoks.ca.

Applicable application fees are set out in the Town's [Fees, Rates and Charges Bylaw](#). An email will be sent with the total fees and payment instructions. Review of the Encroachment Agreement Application will only commence when a complete application has been received.

Signature of Applicant _____ Date _____

The personal information on this application is collected under the authority of the *Alberta Municipal Government Act*, the *Access to Information Act (ATIA)*, and the Okotoks Land Use Bylaw 17-21. It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the *ATIA Act*. Should you have any questions or concerns regarding the collection of this information, please contact the Access and Privacy Officer at accessandprivacy@okotoks.ca or 403.928.8944.

For Office Use Only

File #: _____ Fee: _____ Receipt # _____

ENCROACHMENT AGREEMENT

REQUIREMENT CHECKLIST

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Fee prescribed in the Town's Fees, Rates and Charges Bylaw .
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the title(s) registered in the South Alberta Land Titles Office, obtained from a Registries Agent or Land Titles Office not more than thirty (30) days prior to the application date.
<input type="checkbox"/>	<input type="checkbox"/>	Current copies of any Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on the title(s).
<input type="checkbox"/>	<input type="checkbox"/>	If the property will transfer from the current registered owner(s) before the Caveat for the Agreement can be registered, the name of the new owner(s) as it will appear on the title(s) must be submitted . The Encroachment Agreement and Caveat may be rejected at Land Titles if the name on the title(s) does not correspond to the name on the Agreement and Caveat. If the Town has to re-process an Encroachment Agreement because Land Titles rejects registration for this reason, there will be an additional charge to prepare new documents for registration.
<input type="checkbox"/>	<input type="checkbox"/>	A Real Property Report (if not previously provided).
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of the encroaching feature(s).

Please Note:

Additional information may be required from the applicant after the Town has reviewed the submitted application.