

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 fee schedule.
<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"/>	A Letter of Intent that explains the circumstances that have led you to apply for an Agreement. Please highlight anything you would like brought to our attention, and be sure to reference the property's address and legal description.
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of the encroaching feature(s).

Please Note:

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