



Easement and Encroachment Agreement on Municipal Property Application

Town of Collingwood

Development Engineering

Phone: 705-445-1030

Email: developmentengineering@collingwood.ca

Office use only:

Reference #:

Please Read Before Completing Application

The applicant is responsible for ensuring the accuracy of all submitted materials. A complete application submission must include:

- This form, completed in full, and including all required signatures (**digital signatures accepted**)
- A site plan showing the following, in metric units, as applicable:
 - the boundaries and dimensions of the subject property;
 - the boundaries and dimensions of the municipal property where the easement or encroachment is being sought;
 - existing and proposed buildings and structures (including their locations, dimensions, setbacks, etc.);
 - the location and details of all existing and/or proposed features where the easement or encroachment is being sought;
 - the location, width, and name of any roads within or abutting the subject property, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right-of-way;
 - the location of electrical, gas, or other utility services; and
 - the location and nature of any existing easement affecting the subject property.
- Application fee and contingency deposit (as per current [Fees & Service Charges](#))
- Completed and signed [Additional Costs Deposit Agreement](#)

Applications are accepted through the Town's Public Portal by registering for an account. To register and/or apply, please [visit the secure Portal](#).

Additional information may be requested during the review of this application.

1. Type of Application:

Please select the type of application:

Easement / Right-of-Way Agreement/Registration
(to request a legal interest on title across municipal property)

Encroachment - Permanent
(to request permission for a permanent feature(s) to remain on municipal property; e.g., building footings, fixed building canopies, retaining walls, drainage conveyance, shoring/tiebacks)

Encroachment - Temporary
(to request permission for a non-permanent feature(s); e.g., fences, walkways, gardens/hedges)

Encroachment - Temporary (Construction Activity)
(to request permission for construction-related activities; e.g., hoarding, shoring, tower crane swing)

2. Applicant Information:

Project Name (if applicable): _____

First Name: _____ Last Name: _____

Company Name (if applicable) _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Additional Contacts for this application, including but not limited to, an Engineer, Designer, Landscape Architect, Architect, Solicitor, etc. may be [added to the Portal](#) on the Contacts page. Contacts added will each require a registered Portal account in order to view contents of the application online. Questions? Email planning@collingwood.ca

3. Registered Property Owner Information:

Is the registered owner the same as the Applicant in Section 2 above?

Yes No **If No**, please complete the following:

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Additional Property Owner(s)? Please provide additional owner information on an attached separate page.

4. Property Information:

Civic Address: _____

Legal Description (Lot/Concession/Plan/Block): _____

Registered Plan #: _____

Assessment Roll Number or PIN: _____

Are there any easements or restrictive covenants affecting the subject property? Yes No

If Yes, provide a copy of documentation and a brief description of each easement or restrictive covenant and its effect (attach separate page if necessary):

Indicate the type of access to the subject property:

Access Type	
Provincial Highway	
County Road	
Municipal Road, maintained	all year seasonally
Other Public Road or Right-of-way	
Other, including by water – Specify:	

If access type is by a **provincial highway or county road**, a separate application to each authority may be required. Please review requirements with these authorities directly.

Provide the following property details:

Property Dimensions	Entire Property	Area affected by this application (if only a portion of entire property)
Frontage (m):		
Depth (m):		
Area (m ²):		
Additional Comments:		

Check the applicable water and sewage disposal servicing, and type of storm drainage below:

Water Service	Existing	Proposed
Municipal Servicing		
Private Well – Individual		
Private Well – Communal		
Bay or Other Water Body		
Other	Specify:	Specify:

Sewage Disposal	Existing	Proposed
Municipal Servicing		
Private – Individual		
Private – Communal		
Other	Specify:	Specify:

Type of Storm Drainage	Existing	Proposed
Sewers		
Ditches		
Swales		
Other	Specify:	Specify:

Describe any alterations proposed for grading, drainage and stormwater management purposes:

Provide the current Official Plan and Zoning By-Law designations below:

Official Plan Designation:	
Zoning By-Law Designation:	

Is the subject property within one of the following policy areas?

Policy Area	Yes	No
Property Designated under Part IV or V of the <i>Ontario Heritage Act</i>		
<i>If Yes, please specify area:</i>		
Secondary Plan Area		
<i>If Yes, please specify area:</i>		

Is the property within any of the following regulated areas?

Regulated Area	Yes	No
Intake Protection Zone (<i>South Georgian Bay Lake Simcoe Sourcewater Protection Plan, as amended</i>)		
Wellhead Protection Area (<i>South Georgian Bay Lake Simcoe Sourcewater Protection Plan, as amended</i>)		
Nottawasaga Valley Conservation Authority (NVCA)		
Grey Sauble Conservation Authority (GSCA)		

Provide the nature and extent of the proposed easement(s) or encroachment(s) that is requested:

Why is it not possible to accommodate the existing and/or proposed feature(s) that require an easement or encroachment on the subject property?

Is there any other information that you think may be useful in the review of this application? If so, provide below, or attach a separate document with this information.

5. Permission for Access:

The owner(s) of the subject property, as identified in Section 3 of this form, hereby authorize Town staff, and any other applicable parties relevant to this application, to enter onto the subject property during regular business hours for the purpose of reviewing this application.

Print Name: _____

Signature: _____ Date: _____

Where there are multiple owners of the same property, only one authorized signature is required.

6. Authorization for Agent:

The owner(s) of the subject property, as identified in Section 3 of this form, do hereby authorize and appoint the person named below to act as agent for the purposes of this application:

Name of Agent: _____

Company Name (if applicable): _____

Street #: _____ Street Name: _____ Unit #: _____

Mailing Address (if different): _____

Town/City: _____ Province: _____ Postal Code: _____

Country: _____ Primary Phone #: _____

Email: _____ Alternate Phone #: _____

Signature: _____ Date: _____

Print Name: _____

Where there are multiple owners of the same property, only one authorized signature is required.

7. Declarations:

I, (print name) _____ of (name of City or Town) _____ in the _____ Region or _____ County of _____

solemnly declare that I am the (choose one of the following):

Owner of the subject property

Agent for the Owner

Officer/Employee of the Owner

and that in the matter of this application for the property as described above, I have examined the contents of, and any attachments to, this application, read and understood the information in this Declaration page, and hereby certify that the statements contained herein are true and accurate, insofar as I have knowledge of these facts. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Applications must be complete and accurate to be processed. Incomplete or inaccurate applications will be returned for re-submission. The Town may deem an application to be incomplete and refuse all submitted information if it considers the quality of the submission unsatisfactory.

Personal information collected by the Town of Collingwood through this application including any information obtained during its processing, is collected under the authority of the Planning Act, Municipal Act, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), all as may be amended from time to time. Such information will form part of the public record, is subject to MFIPPA, and may be disclosed or published as part of Council agendas and/or public consultation processes.

By signing this Declaration and executing the Additional Costs Deposit Agreement, the parties acknowledge and agree that all required application fees and any costs incurred by the Town in processing this application, including peer review consultant fees, shall be borne by the applicant, agent, or owner.

Print Name: _____

Signature: _____ Date: _____

DECLARED before me

] Signature of Commissioner:

at the _____ Town, or the _____ City

]

of: _____

]

in the _____ County, or the _____ Region

]

] Commissioner's Stamp:

of: _____

]

this _____ day

]

of _____, 20____

]