

## APPLICATION FOR ENCROACHMENT PERMIT

Application # \_\_\_\_\_ X-Ref # \_\_\_\_\_

### DESCRIPTION: ENTER TYPE OF PERMIT

Encroachment Permits are issued in accordance with Bylaw 624, 2007, *A Bylaw to Regulate the Granting of Encroachment Permits on Highways and Public Places within the District of Lake Country*. For the purpose of this Bylaw, a “highway” includes all municipal streets, roads, lanes, bridges, viaducts and any other way open to public use.

### APPLICATION

APPLICANT INFORMATION						
APPLICANT/ AGENT/	NAME:				PH#:	
	ADDRESS:					
	PC:		EMAIL:		CELL:	
REGISTERED OWNER	NAME:				PH#:	
	ADDRESS:					
	PC:		EMAIL:		CELL:	

Applicant/Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
OFFICIAL COMMUNITY PLAN DESIGNATION		ZONING DESIGNATION:	
PID:		ROLL:	
WATER SOURCE:		FARM STATUS:	<input type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SEWAGE DISPOSAL:			

### Application Type

Temporary Permit (less than 1 year)       Long Term Agreement

Start date:		End Date:	
Location of Encroachment:		Purpose of Encroachment:	

I hereby authorize the above-named applicant to act as my agent on this application.

\_\_\_\_\_  
OWNER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

FOR OFFICE USE ONLY		
FEE TYPE	GL	AMOUNT
	10-1510-0010	
TOTAL:		

\_\_\_\_\_  
DATE

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## CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION



### **COMPLETED APPLICATION FORM**

Be sure to complete all of the required fields on the front of this sheet. Double check that the information provided is accurate and up to date.



### **APPLICATION FEE**

Pay all applicable fees as set out in the District's Fees Bylaw.



### **COMPLIANCE WITH ENCROACHMENT BYLAW**

Be sure to that your application complies with all the conditions set out in the most recent, up to date version of the Encroachment Bylaw 624, 2007.



### **ATTACH A SITE PLAN**

Ensure that a detailed site plan, sketch or drawing satisfactory to the Director of Engineering showing the details of the Encroachment is provided.

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. Following submission of your application staff review the application and refer it to internal departments and/or external agencies.
2. Incomplete applications will not be accepted.
3. Engineering staff consider the application and approve, amend or reject the application.
4. Engineering staff will advise the applicant via email/phone of any missing or required information.
5. Once complete, Engineering staff will phone and advise as to when the permit is ready for pick up and what fees are owed.



LAKE COUNTRY

Life. The Okanagan Way.