



**City of Kenora**  
Operations Building  
60 Fourteenth St. N.  
Kenora, Ontario  
P9N 4M9

**Attention:**  
**Roads Supervisor**

# APPLICATION

APPLICATION No.

## ENCROACHMENT PERMIT

PROPERTY IDENTIFIER

To: CONSTRUCT  MAINTAIN  ALTER  REMOVE  TEMPORARY

The following works: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

within the limits of a municipal road allowance. Permanent works will be in place until removal or relocation is requested by the municipality. Temporary works shall be removed by the date shown on page 2.

1. On the \_\_\_\_\_ side of a municipal roadway known as \_\_\_\_\_  
name of street or road

about \_\_\_\_\_ feet/metres \_\_\_\_\_ of \_\_\_\_\_  
distance north/south, etc. name of nearest intersecting road

2. Adjoining or adjacent to \_\_\_\_\_  
legal description of property

\_\_\_\_\_

3. Crossing  over the roadway  under the roadway  
 the roadway at grade level  on, under or over sidewalk

4. On the right of way for a distance of \_\_\_\_\_

Distance of works from centreline of road \_\_\_\_\_

Distance of works from property line \_\_\_\_\_

As shown on the attached plan.

5. Depth of works below grade of road at centre line \_\_\_\_\_

6. Length and diameter of pipe/culvert, if any \_\_\_\_\_

7. Is bagging of parking meters required? Applicant shall pay the applicable fee to KPS  yes

8. If application is for a water line or sewer subject to approval by the Ministry of Environment and Energy, or in which this Ministry is involved in any way.

Approval received?  yes  no  not applicable

9. Indicate which, if any, of the following will be affected or obstructed:

Roadway     Sidewalk     Drainage     Trees, shrubs, plantings     Signs     Nil

10. The applicant shall provide a photocopy of proof of liability insurance of a minimum value of \$1,000,000.00 per occurrence covering the works applied for before a permit will be issued.

Plan of works, show distances to all lot lines, indicate third party easements (Bell, Hydro, etc.), show North.

For a Single Lot, Fee: \$75.00.    For a Service Main or 2 or more lots, Fee: \$150.00

A fee in the amount of \$ \_\_\_\_\_ is enclosed. Please make cheques and money orders payable to the **City of Kenora**.

Name of Applicant or Firm: \_\_\_\_\_  
Print

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Dates when the works will be performed \_\_\_\_\_ to \_\_\_\_\_

Date by which temporary works will be removed \_\_\_\_\_

### INDEMNITY

In consideration of any permit issued to this applicant the applicant and all successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of said permit and to indemnify and save harmless the Municipal Corporation of the City of Kenora from and against all loss, cost, charges, damages, expenses, claims and demands whatsoever to which the Corporation may be put or which it may suffer or sustain or for which it may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorised.

Permitee shall give notification to the Roads Supervisor 48 hours before commencement of the works authorised.

It is understood that all works will be constructed, altered, maintained or operated at the expense of the applicant; that work must not be begun before a permit has been issued by the Corporation and that the issue of a permit by the Corporation does not relieve the applicant of the responsibility of complying with all relevant municipal by-laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
Applicant or Authorised Official

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED PURSUANT TO THE MUNICIPAL ACT AND WILL BE USED FOR THE PURPOSE OF AUTHORIZING AN ENCROACHMENT. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO: THE FREEDOM OF INFORMATION AND PRIVACY COORDINATOR, CITY OF KENORA, ONE MAIN STREET SOUTH, KENORA, ON P9N 3X2 (807)467-2027.