



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

**Attention: Roads
Supervisor**

Application for Encroachment Permit

Application Number

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/meters _____ of _____
distancenorth/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 centre line 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. 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: \$155.50

For a Service Main or 2 or More Lots Fee: \$305.50

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: _____

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 authorized.

Permittee shall give notification to the Roads Supervisor 48 hours before commencement of the works authorized.

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 Authorized 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)467-2295.