



Licence of Occupation Application

(Policy AD-5.34 Licence of Occupation Policy and Procedures)

1. Applicant Information

Applicant Information		
Name of Applicant:		
Address (street # and name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		
Property Information		
Municipal Address:		
Roll Number: 15-42		

Please note: all applicants must satisfy Section 5.8 (i) insurance of the License of Occupation Policy and Procedures

2. Structure/Encroachment

Proposed/Existing Structure & Location		
Type of Encroachment:		
Existing encroachment		Dimensions of encroachment:
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Nearest civic address & street name:		

Please note that application will not be complete without a site plan drawn to scale

3. Liabilities

Insurance Information			
Name of Insurance Company:			
Amount of Insurance:	Municipality named as an insured party	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Documents to be Attached

	Yes	No
Sketch with all required information		
Copy of insurance policy		
Photos of encroachment		
Larger site plan if required (needed for busy locations)		
Copy of Survey (if required by CBO)		

Applicant's Acknowledgements

1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the Municipality of Trent Lakes at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant's failure to identify any third-party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.
2. Personal information on this form is collected under the authority of the Planning Act will be used to determine compliance with Municipality of Trent Lakes by-laws and policies.
3. All vegetation, including that not within a defined woodlot, must be maintained during the processing of the application.
4. No site alteration/regrading is permitted on site during the processing of the application.
5. Applicants and agents may be required to provide additional information that will assist the Municipality in assessing the application.
6. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07 (A.O.D.A.).
7. Plans submitted in conjunction with this application are not reviewed for compliance with the A.O.D.A. and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the A.O.D.A.
8. We agree to pay an annual licence agreement fee pursuant to the Municipal User Fee By-law, plus all legal costs and other fees required with the issuance of a Licence Agreement.
9. We authorize Municipal staff to enter onto the subject lands to conduct a site visit in accordance with the processing of this licence agreement.
10. We agree to provide proof of insurance as prescribed in Section 5.8 section (j).
11. We understand and acknowledge that the subject structures/encroachments are required to be:
 - a. Removed and/or relocated onto the applicant's principal property by the end of the term of the Licence of Occupation Agreement (5 years), at the applicant's expense, and the Municipal property is to be returned to its

natural state; or

- b. The applicant can submit a new application for the continued use as per the policy
- c. An application can be made to the Municipality as per By-law B2011-055 being a By-law to establish a policy for the use of unopened road allowances to purchase the lands. This does not establish that the lands will be agreed to be sold, only that there is a process in place to request through application. If the application is denied by Council, the encroachment shall be immediately removed.

12. We, the undersigned, hereby apply to the Municipality of Trent Lakes for a Licence of Occupation Agreement for the proposed and/or existing structures/encroachments on the above property.

5. Signatures

Owner

Date

Authorized Agent
(please attach letter of authorization)

Date

For use by Office Staff	
File #:	Application fee:
Date received:	Date of location visit:
Date of Council Meeting:	Deemed complete:

Annual renewal fee and proof of insurance					
	Year 1	Year 2	Year 3	Year 4	Year 5
Fee					
Insurance					