

**Attachment A**

**Application For Licence of Occupation**

**A. Applicant(s)**

**Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

\_\_\_\_\_

**Roll Number:** \_\_\_\_\_  
**Mailing Address (if different):** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Submitted herewith is the following:

- Application Fee, as per the Municipal's User Fee By-law;
- Seasonal (summer) pictures of road allowance; and
- A detailed sketch or site plan, "to scale", which clearly shows the location and measurements of all existing and/or proposed structures/encroachments on the applicant's property and all existing and/or proposed structures/encroachments on the abutting Municipal property (i.e. septic systems, well, vegetation, driveways and paths)
- A letter of authorization, from the applicant appointing an agent **Required**  
Yes  No

**B. Structure / Encroachment**

<b>Nature of Installation:</b>						
<b>Existing/Proposed:</b>						
<b>Location of Installation:</b>	<b>Lot:</b>		<b>Conc.:</b>		<b>Ward:</b>	

**C. Solicitor (if applicable)**

**Name:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**D. Acknowledgement**

1. We, the undersigned, hereby apply to the Municipality of Trent Lakes for a Licence Agreement for the proposed and/or existing structures/encroachments on the above property.
2. 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.
3. We authorize Municipal staff to enter onto the subject lands to conduct a site visit in accordance with the processing of this licence agreement.
3. We understand and acknowledge that the subject structures/encroachments are required to be:
  - Removed and/or relocated onto the applicant's principle property by the end of the term of the Licence Agreement, at the applicant's expense, and the Municipal property is to be returned to its natural state; or
  - Shore road and/or road allowance is to be purchased from the Municipal by the end of the term of the Licence Agreement, if requested by the Municipality.

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Authorized Agent (please attach letter of authorization)**

\_\_\_\_\_  
**Date**