



TOWN OF RENFREW Encroachment Agreement

CHECKLIST OF SUBMISSION REQUIREMENTS

Please check the appropriate box and attach all necessary material to this form:

Attached

- Required Fee:**
Each application must be accompanied by the application fee in the form of a cheque payable to the Town of Renfrew. Please be advised that the Municipality may have a tariff of fees by-law which provides the payment of additional fees, if applicable.
- \$300.00 new Encroachment Agreement
- The Site Plan sketch shall include the following:
- the boundaries and dimensions of the subject land;
 - the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
 - the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - the current uses on land that is adjacent to the subject land;
 - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
 - the location and nature of any easement affecting the subject land;
 - facilities for the lighting of land or of any buildings or structures thereon;
 - landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings;
 - walkways and walkway ramps including surfacing of all means for pedestrian access, including fire exits;
 - location and elevation of vaults, collection areas and other facilities for the storage of garbage and other waste materials.
- *NOTE:** The Planning Advisory Committee may require that the plan be signed by an Ontario Land Surveyor.
- This application must be accompanied by a legal description of the property. A copy of a legal survey and deed may be requested by the town.
- Two (2) copies of this application, including the sketch or schedule and other information as may be specified, shall be required.

The completed application form and supporting documentation may be returned to the Department of Development and Works, 127 Raglan Street South, Renfrew, Ontario, K7V 1P8. Full size drawings shall be submitted as well as a complete set of drawings on 11 x 17 paper suitable for photocopying purposes.



TOWN OF RENFREW

Application For ENCROACHMENT AGREEMENT

OFFICE USE ONLY	
Application No.	Application Received
Date of Pre-consultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received

1) Contact Information:

Applicant/Owner Information		
Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
NAME/TITLE	MAILING ADDRESS and POSTAL CODE	TELEPHONE (Home) TELEPHONE (Work/Cell) E-MAIL ADDRESS FAX
Applicant		(H) -
		(W/C) -
		(E) -
		(F) -
This applicant is: <input type="checkbox"/> The registered owner <input type="checkbox"/> An agent authorized by the owner		
* If the applicant is an agent authorized by the owner, please complete the following: Name of Owner		(H) -
		(W/C) -
		(E) -
		(F) -
To whom should correspondence be sent? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both		
If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows: Name: _____ Address: _____		

2) Provide a Description of the Subject Land:

DESCRIPTION OF THE SUBJECT LAND					
Street Address: _____					
Municipality _____		Geographic Twp: _____		Concession: _____ Lot: _____	
Registered Plan No.: _____			Block or Lot No(s). in the Plan: _____		
Reference Plan No.: _____			Part No(s): _____		
Lot Area: _____		Frontage: _____		Depth: _____	

3a) Building and Structure information:

Are there existing buildings or structures on the subject land?

- Yes No

If Yes, please provide the following information for each building or structure (attach a separate sheet if necessary to provide complete information):

EXISTING SETBACKS					
Type of Structure	Front Yard	Rear Yard	Side Yard	Height (in metres/feet)	Dimensions/Floor Area

Additional pages attached? _____ Number of pages _____

3b) Are there proposed buildings or structures to be erected on the subject land?

- Yes No

If Yes, please provide the following information for each building or structure (attach a separate sheet if necessary to provide complete information):

PROPOSED SETBACKS					
Type of Structure	Front Yard	Rear Yard	Side Yard	Height (in metres/feet)	Dimensions/Floor Area

Additional pages attached? _____ Number of pages _____

4) Particulars of all buildings and structures proposed for the subject land :

Site Information	Existing (m ²)	Proposed (m ²)	Total (m ²)
Ground Floor Area			
Gross Floor Area			
Building Height (metres)			
Building Height (storeys)			
Width			
Length			
Dwelling Units			
Site Coverage			
Parking Spaces (conforming to Zoning By-law)			

5) Description of Proposal :

DESCRIPTION OF PROPOSAL	
1. Date of acquisition of the subject land: _____	
2. Date of construction of the existing buildings and structures on subject land: _____	
3. Existing use(s) of the subject property: _____	
4. Existing use(s) of surrounding properties (including properties on opposite side of road allowance(s)): _____	
5. Zoning of adjacent lands: _____	
6. Length of time existing uses of the subject property have continued: _____	
7. Municipal services available: (Check appropriate space(s)): Water <input type="checkbox"/> Connected <input type="checkbox"/> Sanitary sewer <input type="checkbox"/> Connected <input type="checkbox"/> Storm sewer <input type="checkbox"/> Connected <input type="checkbox"/>	
8. Present Official Plan provisions applying to the subject land: _____	
9. Present Zoning By-Law provisions applying to the subject land: _____	
10. Is the subject property the subject of a current application for: (Check appropriate space(s)) : Minor Variance <input type="checkbox"/> Consent/severance <input type="checkbox"/> Zoning By-law amendment <input type="checkbox"/> Official Plan amendment <input type="checkbox"/>	
11. Is the property presently under a Site Plan Control Agreement? If the answer is "Yes," please provide appropriate details: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>

6) Consent of Owner:

The owner must also complete the following or a similar authorization attached to the application.

**Consent of Owner(s) to the Use and Disclosure of Personal Information
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Renfrew Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/WE _____ this owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I/We, hereby authorize the Town of Renfrew staff and Committee of Adjustment members of the decision making authority access to the subject site for the purposes of evaluation of the subject application.

Date

Signature

Signature

7) Affidavit (This affidavit **must** be signed in the presence of a Commissioner):

I (we), _____ of the _____ of _____ in the _____ solemnly declare that all of the information and the statements contained in this application are true, and I (we), make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

DECLARED before me at the _____ of _____ in the
County of Renfrew this _____ day of _____, 2_____.

Date

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

8) Authorization:

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the Application and to provide Personal Information

I/We _____ being the registered owner(s) of the lands subject of this application for consent hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date

Signature

Signature

***NOTE :** This application must include a key map showing the location of the lands to which the agreement will apply, and a detailed site plan in accordance with the provisions that are listed on the first page of this application.

NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County/local municipality (where applicable) to such persons as the County/local municipality sees fit, including anyone requesting such information. Accordingly, in providing any such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.