

Clerks Department Office Use Only

Licence No. _____

Date Received: _____

Roll #: 4442-_____-_____-_____

Deemed Complete: _____



Application for Licence of Occupation

Complete this form to apply to install a structure/permit an encroachment on Town-owned property.

Requirements

Please ensure that your application contains the following information. Insufficient information will result in the application being returned to you.

- Completed application form (all fields filled out and signed)
- \$550.00 application fee** (made payable to the Town of Huntsville)
- \$1,100.00 annual fee**
- Seasonal (summer) pictures of the developed lands, or lands to be developed, where applicable.
- A detailed sketch or site plan, "to scale", which clearly shows the following:
 - the location and measurements of all existing and/or proposed structures/encroachments on the applicant's property;
 - the location and measurements of all existing and/or proposed structures/encroachments on the Town's property;
 - the distance from the structures/encroachments to the abutting lot lines and from the shore line (where applicable);
 - existing and proposed vegetation; and
 - driveways and paths.
- Copy of registered transfer or deed detailing ownership of abutting property
- Letter of authorization (where necessary)

Notes to Applicant

- A Licence of Occupation Application will be considered expired if it has been inactive for a period of six (6) months from date of receipt of the complete application;
- Completion of the proposed work is to be completed within one (1) year from the date of the signed agreement;
- Two (2) million dollar liability insurance naming the Town as an additional insured will be required;
- A copy of the agreement will be forwarded to the Municipal Property Assessment Corporation (MPAC).

1. Applicant/Agent Information

Name of Applicant: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

Name of Owner: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

If applicant has designated an agent to act on their behalf, a Letter of Authorization must be attached.

2. Municipal and Legal Address of Abutting Property

Civic (911) Address: _____

Concession: _____ Lot: _____ Former Geographic Township: _____

Reference Plan: _____ Part(s): _____

Assessment Roll Number: 4442- _____ - _____

3. Structure/Installation Information

Nature of Installation:

- Deck
- Dock
- Waterline
- Hydro Line
- Temporary
- Other

If other, please describe: _____

Location of Installation: _____

Length or Area of Occupation Area: _____

4. Proposed Method of Construction

- New Construction
- Alteration

Description: _____

Proposed Contractor: _____

Telephone: _____ Cell: _____ Email: _____

5. Authorizations

We, the undersigned, hereby apply for permission to install/use the works described herein. We acknowledge that the Town of Huntsville is not obligated to grant a Licence of Occupation and that it is our responsibility to obtain any and all other approvals that may be necessary for the installations. We also acknowledge that the road and users of the road related to the road allowance take priority and if required by the Town, we will be fully and totally responsible for restoring the road to the satisfaction of the Town of Huntsville. We also acknowledge that any repairs of the road or accident claims related to the installation will be our total financial responsibility. We acknowledge that we have an obligation to advise the Town of Huntsville of any change of ownership between submitting the application and entering into the Licence of Occupation Agreement.

We undertake and agree to reimburse The Town of Huntsville for the costs of any disbursements that the Town of Huntsville deems necessary to process this application and the agreement, as well as an annual rent fee as identified in the Town's Fees and Charges By-Law, as amended from time to time.

In the event that this application is approved, we undertake and agree to sign all such additional documents and obtain all such insurance as the Town may deem appropriate in the circumstances.

Date

Signature of Applicant

Date

Signature of Applicant

The personal information you choose to provide on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. The information you provide will be used in the issuance of a Licence of Occupation. Questions about this collection can be directed to the Clerk's Department, Town Hall, 37 Main Street East, Huntsville, ON, P1H 1A1. 705-789-1751.

Municipal Review

Application Received By: _____ Date: _____

Fees Paid? Receipt Number: _____ Date: _____

Approved For:

Installation Date: _____ Staff Name/Position: _____

Final Inspection Date: _____ Staff Name/Position: _____

Other approvals required (M.N.R., D.F.O.): Yes No

If yes, by whom and for what purpose: _____

Comments: _____

Office Copy:

Owner (after approval):

Roads Department: