



**Planning and Development**  
 9613-100 Street  
 Morinville, AB T8R 1L9  
 Phone (780) 939-8275  
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 Email: PandD@sturgeoncounty.ca

For Office Use	
File Number:	_____
Date Received:	_____
Received by:	_____

## ENCROACHMENT AGREEMENT APPLICATION

An Encroachment Agreement is a written confirmation between the County and an owner of a property, in which the agreement allows a structure that encroaches onto land that the County holds interest, to remain in place.

### APPLICANT INFORMATION

**Complete if different from Applicant**

Name of Applicant:		Name of Registered Land Owner:	
Mailing Address:		Mailing Address:	
City:		City:	
Postal Code:	Phone Number:	Postal Code:	Phone Number:
Email Address:		Email Address:	

Contact Name:
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### LAND INFORMATION

Legal Description of Property All/Part ___ 1/4 Section ___ Twp. ___ Rge. ___ West of the ___ Meridian OR Lot ___ Block ___ Plan No. _____ Hamlet or Subdivision _____ Parcel Size: _____ Rural Address: _____
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### ENCROACHMENT INFORMATION

<b>Select one of the following:</b>	
Existing Structure(s) based on a Compliance Certificate Report	Compliance Number: _____
<input type="checkbox"/> Within the boundaries of your own property but on a right of way that the County holds interest	
<input type="checkbox"/> Off the subject property onto County owned land	
Proposed Structure(s) based on an approved Development Permit	Development Permit #: _____
Proposed Structure that doesn't require a Development Permit	

<b>Provide justification for requesting that the County allow the encroaching structure(s) to remain:</b>       
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## SUBMISSION REQUIREMENTS

Existing Structure(s):

- Completed Encroachment Agreement Application Form**  
Completed in full and signed by all registered landowners or person authorized on their behalf.
- Land Title certificate**  
Searched within 30 days prior to the application. If the parcel is titled to a company name, you will also be required to provide a Corporate Registry. These documents can be obtained at any Provincial Registry Office or online at [www.spin.gov.ab.ca](http://www.spin.gov.ab.ca).
- A copy of the Real Property Report**
- A separate document stating all the names to appear in this agreement**  
(If not provided, the name(s) from the land title certificate will be used)
- A copy of the Compliance Certificate Report**

Proposed Structure(s):

- Completed Encroachment Agreement Application Form**  
Completed in full and signed by all registered landowners or person authorized on their behalf.
- Land Title certificate**  
Searched within 30 days prior to the application. If the parcel is titled to a company name, you will also be required to provide a Corporate Registry. These documents can be obtained at any Provincial Registry Office or online at [www.spin.gov.ab.ca](http://www.spin.gov.ab.ca).
- Site Plan and Drawings to clearly show the property line and distances from the property line to the furthest projecting point of the proposed encroaching structure.**

### FOR OFFICE USE ONLY

- Minor Encroachment (50m<sup>2</sup> or less)
- Major Encroachment (Above 50m<sup>2</sup>)

Fee: \$ \_\_\_\_\_ Receipt# \_\_\_\_\_ Tax Roll# \_\_\_\_\_ District \_\_\_\_\_

**Payment Method: Cash / Cheque / Debit / VISA / Mastercard**

### CREDIT CARD INFORMATION

M/C or Visa Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_ Authorized Signature \_\_\_\_\_

*The personal information provided will be used to process the Development Permit application and is collected under the authority of Section 642 of the Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. Personal information you provide may be recorded in the minutes of Municipal Planning Commission. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321*