

**CITY OF KINGSTON
 ENGINEERING**

APPLICATION FOR PERMIT FOR ENCROACHMENT

PERMIT NO.:	DATE OF ISSUE: DATE OF EXPIRY:	FEE:
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TYPE OF ENCROACHMENT (check one)	
	Administration Fee \$117.55
	Inadvertent Building Encroachment (\$36.65 per annum, encroachment added to taxes 2nd year)
	Occupancy Of Metered Parking Space (Variable)
	Use of Street During Building Construction (\$14.05 per day, for every 20 feet of road frontage)
	Heritage Designation

Return Address:	Contact Telephone:
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Name(s) of Applicant(s): _____

Agent/Solicitor: _____

for the property described as Lot No./Street No. _____

on the _____ side of _____ Street, hereby apply for a permit to occupy the following portion of the said street: _____

Purpose, Details & Dates Required :

as shown on the attached plan, (sketch plan for fence showing exact location and all measurements; plan of survey prepared by Ontario Land Surveyor for inadvertent encroachments or refacing of building. Plans not required for hoardings or air conditioners, etc - measurements only required), and agree to comply with the conditions of By-Law No. 2004-107, "A By-Law to Protect The City's Highways from Unauthorized Encroachments", and amendments thereto.

I hereby covenant and agree for myself, my heirs, executors, and assignees, to indemnify and keep indemnified the Licensor against all actions, suits, claims and demands which may be brought or made against the Licensor, and against all loss, costs, damages, charges or expenses whatever which may be sustained, incurred or paid by the Licensor in consequence of the above-mentioned encroachment, and the Licenses hereby grant to the Licensor full power and authority to settle any such action, suit, claim and demand on such terms as the Licensor may deem advisable and hereby covenant and agree with the Licensor to pay to the Licensor on demand all moneys paid by it in pursuance of any such settlement and also such sum as shall represent reasonable costs of the Licensor or its Solicitor in defending or settling any such action, suit, claim or demand, and by any person for actual damage suffered by reason of the permission hereby granted to maintain the above mentioned encroachment.

Date	Applicant/Agent Signature
AS APPROVED TO: _____	
Engineering Department	

FOR OFFICE USE ONLY

Engineering Comments: : Metered parking spaces have an additional fee per day.

Applicant must notify neighboring property owners if the Encroachment is to affect them in any manner.
