

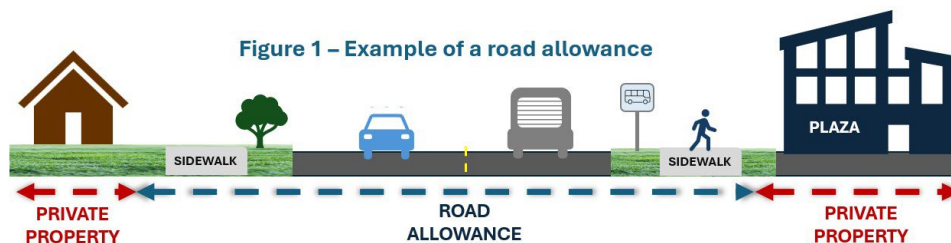
ENCROACHMENT PERMIT APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for an **Encroachment Permit** in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/bylaw in the Property Standards section [Encroachment](#) page.

Do you need an Encroachment Permit?

The Road Allowance by-law defines encroachments as any type of landscaping, vegetation, or personal property, which is located wholly or partially on the “road allowance”, as shown below. Many encroachments are allowed in the City and do not require a permit; however, some do require approval from the City, and in those cases, this application form must be submitted.



| When an Encroachment Permit is <u>not</u> required This means that you can create this encroachment, however it must be compliant with the Road Allowance and other City by-laws. | When an Encroachment Permit <u>is</u> required These encroachments require you to apply for a City permit; if approved, you can create the encroachment in line with the permit. |
|--|--|
| <p>The following areas are exempt from the by-law provisions:</p> <ul style="list-style-type: none"> • City-authorized signs and encroachments, which includes, but is not limited to, newspaper boxes, construction and maintenance; • City waste and recycling bins, or other waste; • maintenance and occupancy as authorized by the Property Standards By-law; • newspaper boxes; and • Canada Post mailboxes and properties of historic or architectural value or interest as per the Ontario Heritage Act. <p>The by-law allows encroachments which:</p> <ul style="list-style-type: none"> • are more than 30 cm from a sidewalk or multi-use pathway (such as for bicycles, e-scooters and e-bikes) and are above ground; • are more than 100 cm from the street curb and above ground; • do not extend higher than 30 cm above ground, as measured at the curb, within a sight triangle; • are more than 100 cm from any public infrastructure; • are more than 200 cm when the encroachment extends more than 30 cm above grade; and • are more than 300 cm from the access side of an outdoor transformer installation. | <ul style="list-style-type: none"> • any object, other than vegetation, that projects over public lands at a height of 30 cm or more; • any encroachment that extends more than 20 cm below the ground; or • other objects that the City deems to be a significant encroachment, such as, but not limited to, below-ground hydro installations, heated driveways, and encroachments related to commercial Private Property. |

Contact us

To clarify whether you would need an Encroachment Permit or for more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/bylaw in the Property Standards section

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

For more information

Applicants and licensees have four options for submitting new or renewal licence applications:

1. **Mail** to the “Attn: By-law and Compliance, Licensing and Permit Services”.
2. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, “Attn: By-law and Compliance, Licensing and Permit Services”.
3. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

A property owner can submit an application. Note that an “authorized agent” may also submit the application, provided that the Authorized Agent sections are completed below.

THE APPLICATION

Section 1 – Permit application confirmation

Please check below to confirm that you are applying for an Encroachment Permit application.

☐ I am applying for an Encroachment Permit.

Section 2 – Applicant information

Please complete this mandatory section with respect to the applicant.

If this is a business, please complete the following information.

Registered business name
(as per Articles of Incorporation or Master Business Licence)

Operating business name (if different than registered business name)

Name of businessperson submitting the application (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)

Role in the business

- ☐ Sole Proprietor
☐ Partner in the partnership
☐ Officer in a Corporation
☐ Director in a Corporation
☐ Authorized agent

Position of person submitting the application

Section 5 - Sketch or photo of the encroachment

Sketch the encroachment here or upload a photo or image, including any public infrastructure, such as trees, hydro boxes, etc.

Section 5 – Required documents

The following documentation must be submitted with your application.

| Item Check the box below if you have included the item. | Description The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library. |
|---|--|
| <input type="checkbox"/> Canadian Government-Issued Identification | Canadian government-issued identification which demonstrates the applicant is at least 18 years of age. This may be one or several pieces of identification. |
| <input type="checkbox"/> Authorized Agent Identification (if applicable) | If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old. |
| <input type="checkbox"/> Proof of Property Ownership or Tenancy | Proof of Property Ownership or Tenancy |
| <input type="checkbox"/> Letter of Authorization from Property Owner | Letter of Authorization from Property Owner |
| <input type="checkbox"/> Relevant photos or sketches | Relevant photos or sketches, if the sketch or image is not provided earlier in the form. |
| <input type="checkbox"/> Utility, telecom or other infrastructure approvals | Documentation from any public utility, telecommunication or other infrastructure company approvals whose infrastructure is nearby the proposed encroachment. |

Section 6 – Declarations

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant's knowledge.
- 2) The person submitting this application has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.

The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.

Signature of at least one of the applicant(s), such as the sole proprietor, partners, officers or directors

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

| | | |
|--|-------------------------------|-----------------|
| Name of applicant 1 | Signature of applicant 1 | Date (dd/mm/yy) |
| Name of applicant 2 | Signature of applicant 2 | Date (dd/mm/yy) |
| Signature of the authorized agent (if applicable) | | |
| Name of authorized agent | Signature of authorized agent | Date (dd/mm/yy) |

For office use only

| | |
|----------------------------------|---------------------------|
| Reviewed by the following staff: | Date of review (dd/mm/yy) |
| Notes | |