

## Public Works Department

**Encroachment Permit No.:** \_\_\_\_\_

Date: \_\_\_\_\_

See page 2 for Sketch Information

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Construction / Work: \_\_\_\_\_

Type of Construction / Work: \_\_\_\_\_

**To the best of your ability, please check the items below which may be affected by the work:**

- roadway   
  signs   
  curb and gutter   
  sidewalk   
  boulevard   
  trees  
 sewers   
  nil   
  municipal drain \_\_\_\_\_   
  tile or storm sewer  
 Road ditch- pipeline required \_\_\_\_\_  
(pipe length)   
(pipe diameter)   
(pipe material)

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FEE: Cash, Debit or Cheque for \$1,150 (Application Fee \$150 plus Encroachment Deposit of \$1000) payable to the "Municipality of Leamington" must be submitted upon the issuing of the permit. The Encroachment Deposit may be returned to the applicant after the completion of all work is inspected by the Municipality and the work is accepted assuming the Municipal Right of Way is restored to the original state prior to construction.

**The information contained in this application and attached documentation is true to the best of my knowledge.**

Applicant's Signature: \_\_\_\_\_ Approved by: \_\_\_\_\_

### Office Use Only

Deposit Received:     Cash     Cheque     Debit    Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Encroachment No.:** \_\_\_\_\_    **Date:** \_\_\_\_\_    Initials: \_\_\_\_\_

Pre-Inspect :    Date: \_\_\_\_\_    Remarks: \_\_\_\_\_    Initials: \_\_\_\_\_

Sub-Base    Date: \_\_\_\_\_    Remarks: \_\_\_\_\_    Initials: \_\_\_\_\_

Base    Date: \_\_\_\_\_    Remarks: \_\_\_\_\_    Initials: \_\_\_\_\_

Final:    Date: \_\_\_\_\_    Remarks: \_\_\_\_\_    Initials: \_\_\_\_\_

\_\_\_\_\_    Date: \_\_\_\_\_    Remarks: \_\_\_\_\_    Initials: \_\_\_\_\_

Deposit Released:    Date: \_\_\_\_\_    Account No. **10-2-0137-0141-000020**    Initials: \_\_\_\_\_

**Please sketch the following in the space below:**

1. Lot & Street
2. Locations of Building on Lot
3. Location of Work on Property
4. Where you wish to Access the Construction / Work Zone