

OFFICE OF THE COMMISSIONER OF INFRASTRUCTURE SERVICES

ENCROACHMENT APPLICATION					
ENCROACHMENT ADDRESS:					
Name of Property Owner:					
Please Note: If there are multiple property owners or co	Please Note: If there are multiple property owners or company owned, further information is required below				
Mailing Address:	Postal Code:				
Email Address:	Phone:				
ALL ADDITIONAL PROPERTY OWNERS ON TITLE / ALI	COMPANY SIGNING OFFICERS:				
	L COMPANT SIGNING OFFICERS:				
Name(s): Email Address:					
Phone Number:					
Mailing Address:					
manning Additions.					
Name of Applicant: Same as above ☐ OR:					
Mailing Address:	Postal Code:				
Email Address:	Phone:				
DESCRIPTION OF PROPOSED ENCROACHMENT:					
REQUIRED DOCUMENTS TO BE SUBMITTED WITH APP	PLICATION:				
☐ Drawing Provided ☐ Insurance Provided ☐ Arti	cles of Incorporation have been provided (if the property is owned by a company)				
FEES (VISA, MASTERCARD, Cash, debit, or cheque pay	able to " <u>City of Windsor</u> "):				
Initial Fees (Due at Time of Application):					
\$504.25 Application Fee (Right-of-Way Permit fe	e & Geographic Information System (GIS) fee included)				
\$395.35 Agreement Fee (Agreement Preparation	n)				
\$899.60 Total					
Additional Fees (Due upon completion of Encroachment See User Fee	t Agreement):				
Schedule One-time Encroachment Fee (Residenti	al - R1 & R2) OR <u>Annual</u> Encroachment Fee (Commercial and >=R3)				
\$74.50 Annual Inspection Fee (Commercial and	I >=R3 <u>ONLY</u>)				
GENERAL REQUIREMENTS:					
That I / We provide within 28 calendar days of approval of the application:					
(i.) For the life of the encroachment, the Applicant will provide a Certificate of Insurance in the Applicant's legal name confirming the					
Applicant has in force insurance coverage. The Certificate of Insurance must be satisfactory in form and content to the City's Risk Management Division.					
	Insurance with proof of General Liability Insurance in the amount of at least				
additional insured, and containing a 30-da	an endorsement naming <u>"The Corporation of the City of Windsor"</u> as an y cancellation notice requirement.				
b) Commercial Properties – A Certificate of Insurance with proof of General Liability Insurance in the amount of at least					
\$5,000,000.00 per occurrence, containing an endorsement naming "The Corporation of the City of Windsor" as an additional insured, containing a 30-day cancellation notice requirement and must include proof of a cross-liability clause.					
(ii.) The insurance requirements may increase or change from the basic requirements set out above (i.) at the outset of the encroachment or any time throughout the encroachment, at the discretion of the City's Solicitor or designate.					
Within 14 calendar days of receipt of encroachment agreement	t:				
(i.) The applicant will execute the agreement with the Corpo provisions differ from what is in this application, the pro	oration, and agrees to abide by all provisions set out therein. In the event those				
3. Within 14 calendar days of execution of the Agreement:	·				
(i.) Payment of Encroachment Fees specified in the Agreement. NO PERMIT WILL BE ISSUED BY ANY MUNICIPAL DEPARTMENT UNTIL SUCH TIME AS THE AGREEMENT					
HAS BEEN EXECUTED AND ALL REQUIREMENTS LISTED ABOVE HAVE BEEN COMPLETED					

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I / We also acknowledge that the information requested on this form is collected under the authority of *The Municipal Act, R.S.O. 2001* as amended. The information is required in order to process the application to administrative staff for review. The name and business address of the applicant and/or authorized agent is public information. The address of the property, which is the subject of the application, is also public information. Any other personal information will only be used for internal purposes.

NAME OF APPLICANT (PLEASE PRINT)	SIGNATURE OF APPLICANT	DATE

FOR INQUIRIES REGARDING YOUR APPLICATION, PLEASE CONTACT THE ENGINEERING DEPARTMENT AT:

Email: engineeringdept@citywindsor.ca | Phone: 519-255-6257 | In Person: 350 City Hall Square West, Suite 210, Windsor, ON | N9A 6S1

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Encroachment – User Fee Schedule

Residential & Partially Exempt Encroachment Formula

Land Value x Area of Encroachment x Residential & Non Profit Factor x Risk Factor = Fee

Non Residential Encroachment Formula

Land Value x Area of Encroachment x Non Residential Factor x Risk Factor = Fee

Parking Encroachment Formula

Area of Parking Encroachment x \$1.75 = Fee (One Time or Annual Fee based on Zoning)

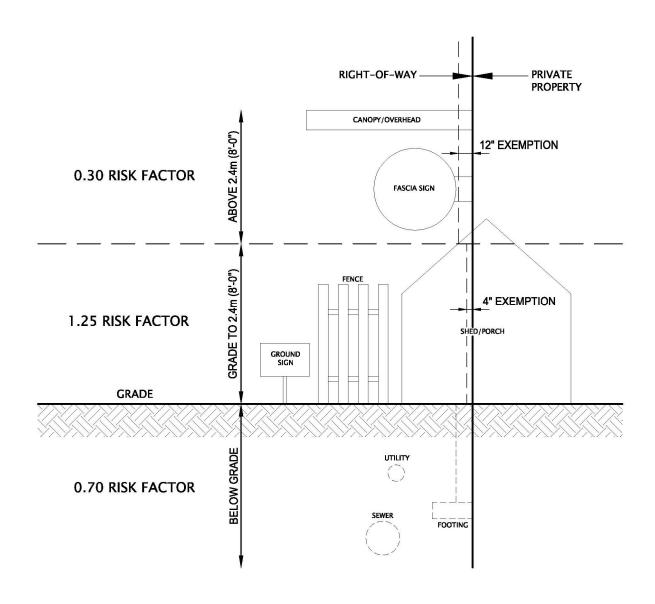
LAND VALUES	3	
Residential (R1 & R2 only)	\$12.00/ft ²	
Commercial (and >=R3)	\$15.00/ft ²	
Industrial	\$7.00ft ²	
Institutional	\$5.00/ft ²	
Downtown	\$36.00/ft ²	
PARKING SPACE VALUE		

Below Grade	0.70 Risk Factor
Grade to 2.4m (8'-0")	1.25 Risk Factor
Above 2.4m (8'-0")	0.30 Risk Factor

RISK FACTOR

\$350.00/200ft² parking space (\$1.75/ft²)

ZONING FACTOR
Residential & Partially Exempt Factor = 0.5
Non Residential Factor = 0.05



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