

March 28, 2018

Dear Property Owner:

RE: Fence and Landscaping Encroachments on Francois Road

Tentatively scheduled for Spring 2018, the City of Windsor – Office of the City Engineer – Engineering Department will be undertaking sewer, watermain, and road reconstruction on the following streets:

- **Francois Road from Seminole Street to CN Rail**
- **Franklin Street from Francois Road to Bernard Road**

This letter is to notify you that you may be encroaching into the City right-of-way with decorative landscaping and/or fencing. If you have an encroachment, it will pose a liability to the City. All encroachments are required to be removed by the property owner. If you wish to maintain any existing encroachments on the City right-of-way, an Encroachment Agreement is required, as long as it is not in conflict with the construction. Please have all encroachments removed by **May 15, 2018**.

During construction, the Contractor may be required to remove a section of your fence in order to access your sewer connection and water service at the property line. The Contractor will only remove what is required and leave that section of the fence on your front lawn. They will not be responsible for reinstating it since it is encroaching. In addition, the Contractor will not be responsible for reinstating any landscaping plants or materials.

The Application for Encroachment Agreement form is available online from the City of Windsor website, www.citywindsor.ca.

Should you have any questions concerning your encroachment or an Application for Encroachment Agreement, please contact Mr. Dan Durocher, at 519-255-6257, extension 6555, for further information.

We appreciate your cooperation on this matter. Please be advised you will be notified prior to the commencement of the construction. Should you have further questions related to the upcoming construction, please contact Mrs. Janelle Coombs of this division at 519-255-6257, extension 6407.

Yours truly,



Wes Hicks

JC/mb

cc: Wes Hicks, Senior Manager of Infrastructure & Geomatics
Dwayne Dawson, Executive Director of Operations
Phong Nguy, Manager of Operations
Wade Bondy, Contracts Coordinator

Adam Pillon, Right-of-Way Supervisor
Dan Durocher, Technologist
Janelle Coombs, Engineer I

Andrew Lewis, Coordinator, Research Analysis