



**Application for Licence of Occupation**  
**Township of Perry**

**A. Applicant(s)**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Submitted herewith is the following:

- 1) Administration Fee, as per the Township's current Fees and Charges By-law;
- 2) Seasonal (summer) pictures of Township-owned Property (e.g. original shore/road allowance);
- 3) A detailed sketch or site plan, "to scale", which clearly shows the location and measurements of all existing and/or proposed structures on the Applicant's property and all existing and/or proposed Improvement(s) on the abutting Township-owned Property (e.g. septic systems, well, vegetation, driveways and paths);
- 4) A letter of authorization from the Applicant appointing an agent. **Required**  
(if agent assigned)  
**Yes**  **No**

**B. Encroachment**

**Nature of Installation/Construction:** \_\_\_\_\_

**Proposed Structure(s):** \_\_\_\_\_

**Existing Structures(s):** \_\_\_\_\_

**Location of Installation:** Lot \_\_\_\_\_, Conc. \_\_\_\_\_, Plan \_\_\_\_\_

**Roll #** \_\_\_\_\_

**Civic Address** \_\_\_\_\_

**PIN (Property Identification Number)(if available)** \_\_\_\_\_

**C. Solicitor (if applicable)**

**Firm & Solicitor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**D. Acknowledgement**

1. We, the undersigned, hereby apply to the Township of Perry for a Licence Agreement for the proposed and/or existing Improvement(s) on the above property and shall duly execute said Licence Agreement once prepared.
2. We agree to pay the annual Licence Fee pursuant to the Township's current Fees and Charges By-law, and annually provide proof of current liability insurance in the amount not less than \$2,000,000 (two million) listing the Township of Perry as an additional insured, *plus* pay any and all legal costs and other fees required with the issuance of a Licence Agreement.
3. We authorize Township staff to enter onto the above property to conduct a site visit in accordance with the processing of this application and in completing any necessary work related thereto.
4. We understand that we will not be issued any building permit for construction on Township-owned Property prior to the execution of the Licence Agreement.
5. We understand and acknowledge that the subject Improvement(s) are required to be:
  - a) Removed by the end of the term of the Licence Agreement (10 years), and the Township-owned Property is to be returned to its natural state and any work from doing so will be at the Applicant's expense; or
  - b) Make application for a new Licence Agreement for a further term of ten (10) years under the terms and application of that day; or
  - c) Original Shore Road Allowance is purchased from the Township at the end of the term of the Licence Agreement (10 years).

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Authorized Agent (please attach letter of authorization)

\_\_\_\_\_  
Date