



WHAT YOU NEED TO START

- Complete the below application
- Application Fee or Renewal Fee
- Apply for CIP Funding if available
- Be able to obtain and provide \$5 million dollars liability insurance, naming the City as additional insured with a 30 day cancellation certificate.
- Attached a sketch/site plan of the proposed encroachment with accurate measurements
- Registration of Encroachment may be required – Fee for Registering on Title responsibility of applicant

1. APPLICATION

Applicant	
Name	
Address	
Phone Number	
Email Address	
Owner	
Name:	
Address:	
Phone Number:	
Email Address:	

2. THE ENCROACHMENT

Location of the Encroachment	
Address:	
Roll Number	
PIN#	
Legal Description	
Type of Encroachment	
<input type="checkbox"/> Awning	<input type="checkbox"/> Tables and Chairs – No Alcohol
<input type="checkbox"/> Sign	<input type="checkbox"/> Tables and Chairs – Alcohol is being served
<input type="checkbox"/> Bench	<input type="checkbox"/> Encroachment located on St. Lawrence Management Corporation Property
<input type="checkbox"/> Ramp	<input type="checkbox"/> Other - Specify

<input type="checkbox"/>	Duration of Encroachment	
	Seasonal - specify dates and times	
	Permanent - year round	
	Temporary - Specify dates	
	Other:	

3. SITE PLAN

Site Plan Attached

4. SIGNATURE

Date:	
Print Name:	
Signature:	

5. OFFICE USE ONLY

- | | | |
|---------------------------------------------|------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Form Complete | <input type="checkbox"/> Site Plan complete | <input type="checkbox"/> Registered on Title Fee Paid |
| <input type="checkbox"/> Owner of property | <input type="checkbox"/> Building Permit Required | <input type="checkbox"/> \$5 Million Insurance |
| <input type="checkbox"/> Tenant of property | <input type="checkbox"/> CIP Funding available | <input type="checkbox"/> Non-Residential Encroachment \$350 |
| <input type="checkbox"/> Seaway Property | <input type="checkbox"/> New Application | <input type="checkbox"/> Renewal \$150 |
| <input type="checkbox"/> Regional Property | <input type="checkbox"/> Zoning Compliance | |
| <input type="checkbox"/> Reviewed By: _____ | <input type="checkbox"/> Other: please specify _____ | |