



# Application for Encroachment Permit

District of Lake Country  
 10150 Bottom Wood Lake Road, Lake Country, BC V4V 2M1  
 t: 250-766-6674 f: 250-766-0200  
 lakecountry.bc.ca  
 email submission to engineering@lakecountry.bc.ca

**Please be aware incomplete applications will not be accepted and will be returned to the applicant**

## APPLICATION FOR ENCROACHMENT PERMIT

| FOR OFFICE USE ONLY |                                  |                                     |  |
|---------------------|----------------------------------|-------------------------------------|--|
| Application #:      | X-Ref:                           |                                     |  |
| Type:               | Surface <input type="checkbox"/> | Subsurface <input type="checkbox"/> | Long Term <input type="checkbox"/> Short Term <input type="checkbox"/> |

### DESCRIPTION:

Encroachments on District property are governed by Bylaw 1189, 2022, *A Bylaw to Regulate Highways* within the District of Lake Country. By definition in the Bylaw, “**highway**” includes every:

- (a) **Roadway**, multi-use path, street, **Pathway**, trail, **Lane**, bridge, road, thoroughfare, public way, trestle, tunnel, ferry landing, ferry approach;
- (b) **Highway** within the meaning of the Transportation Act or any public way, land or improvement that becomes or has become a **Highway** within the meaning of the Transportation Act;
- (c) passageway to which the public has access or is invited for the purpose of the **Parking**;
- (d) **Right of Way** designed or intended for or used by the general public for the passage of vehicles;
- (e) **Right of Way** or passageway owned or operated by the **District** designed or intended for the purpose of **Parking**, **Pedestrian** traffic or **Cycle** traffic.

### APPLICATION

| APPLICANT INFORMATION |          |        |       |  |  |
|-----------------------|----------|--------|-------|--|--|
| APPLICANT/<br>AGENT/  | NAME:    |        |       |  |  |
|                       | ADDRESS: |        |       |  |  |
|                       | PC:      | EMAIL: | CELL: |  |  |
| REGISTERED<br>OWNER   | NAME:    |        |       |  |  |
|                       | ADDRESS: |        |       |  |  |
|                       | PC:      | EMAIL: | CELL: |  |  |

**Applicant/Owner/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| PROPERTY INFORMATION                   |                        |  |  |
|--|------------------------|--|--|
| CIVIC ADDRESS                          |                        |  |  |
| LEGAL DESCRIPTION:                     |                        |  |  |
| OFFICIAL COMMUNITY<br>PLAN DESIGNATION | ZONING<br>DESIGNATION: |  |  |
| PID:                                   | ROLL:                  |  |  |
| WATER SOURCE:                          | FARM STATUS:           | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| METHOD OF SEWAGE DISPOSAL:             |                        |  |  |

|                           |                          |                      |  |
|---------------------------|--------------------------|----------------------|--|
| Start date:               |                          | End Date (if known): |  |
| Location of Encroachment: | Purpose of Encroachment: |                      |  |

I hereby authorize the above-named applicant to act as my agent on this application.

\_\_\_\_\_  
 OWNER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
 OWNER'S SIGNATURE

| FOR OFFICE USE ONLY |              |          |
|---------------------|--------------|----------|
| FEE TYPE            | GL           | AMOUNT   |
| Encroachment        | 10-1510-0010 | \$200.00 |
|                     |              |          |
| TOTAL:              |              |          |

\_\_\_\_\_  
 DATE (yyyy-mm-dd)

# APPLICATION FOR ENCROACHMENT PERMIT

CHECKLIST: MUST BE INCLUDED WITH YOUR APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED



## COMPLETED APPLICATION FORM

Be sure to complete all of the required fields on the front of this sheet. Double check that the information provided is accurate and current.



## APPLICATION FEE

Pay all applicable fees as set out in the District's Fees Bylaw. Fees are non-refundable.



## COMPLIANCE WITH BYLAW

Be sure to that your application complies with all the conditions set out in Bylaw 1189, 2022, *A Bylaw to Regulate Highways*



## ATTACH A SITE PLAN

Ensure that a detailed site plan, sketch or drawing satisfactory to the Director of Engineering showing the details of the Encroachment is provided.

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

**Please be aware incomplete applications will not be accepted and will be returned to the applicant.**

1. Following submission of your complete application, staff review the application and will advise the applicant if any additional information is required.
2. The application will be referred to internal departments and/or external agencies as required.
3. Engineering staff consider the submission, referral responses, any cross-references to other applications and approve, amend or reject the application.
4. The applicant may be required to register a covenant on the property as a result of an approved encroachment. Costs to register a covenant will be borne by the applicant.
5. Once the approval process is complete, including covenant registration if necessary, the Encroachment Permit can be issued.



LAKE COUNTRY

Life. The Okanagan Way.