

An Encroachment Permit is required when you want to temporarily occupy any portion of the Town's public lands, or right-of-ways, for some kind of activity. Construction companies, contractors or individual residents can apply for an Encroachment Permit to allow for activities such as driveway widening or resurfacing, construction projects, temporary placement of containers, materials, and vehicles used in the construction process, or for special events that require use of the sidewalk or right-of-way (i.e. sidewalk sales, charity events, etc.).

### ENCROACHMENT PERMIT APPLICATION • FOR INDIVIDUALS



**The Encroachment Permit Application is available online at:**

<https://www.tillsonburg.ca/business-and-development/building-and-renovating/encroachment-permit/>

Complete the online application, answering all questions. You will be asked to provide your contact information and describe your activity in detail.

Be prepared to upload these three documents (in PDF format) during your online application:

- 1** Home insurance document
- 2** Sketch of the work area, with measurements  
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps
- 3** Traffic Control Plan, if any equipment will be parked on Town property  
TIP: Submit a marked up screen shot from an on-line map provider such as Google Maps, indicating placement of cones to direct traffic around affected area.  
  
Note: If no equipment is encroaching on Town property, the sketch of the work area can be uploaded in this field, indicating that no traffic control is required.

Note: there is a \$52.00 +HST permit fee required at the end of the application.

Your application will be sent to the Town of Tillsonburg for review. You will receive a confirmation email that your application has been received and a receipt of payment. Applications can take up to 7 days to process. Upon approval, you will receive an email containing your approved permit, (or permit denial, if denied). Approved permits must be displayed at the work site. If your permit is time sensitive, please email us.

**Questions? Email: [encroachmentpermits@tillsonburg.ca](mailto:encroachmentpermits@tillsonburg.ca)**



If you are having a company perform the work, the company is responsible for completing the on-line application. See reverse side, Encroachment Application for Companies.