

CITY OF WETASKIWIN

Policy #	Policy Name:	Adopted:
CO-033	ENCROACHMENT AGREEMENT POLICY	November 14, 2006

Policy Statement

For the City of Wetaskiwin to specify the approval procedures for encroachment agreements regarding encroachments of improvements intended to be on private property onto public roadways or Utility Right of Ways.

Definitions

1. Improvements means principle buildings or any portion of, accessory buildings or any portion of fences, retaining walls 0.3 Metres (12") or greater in height, or sign support pedestals.
2. Major Encroachment means existing improvements to a private property which encroach 0.9 Metres (36") or greater onto a public roadway or City owned Utility Right of Way.
3. Minor Encroachment means existing improvements to a private property which encroach less than 0.9 Metres (36") onto public roadway or City owned Utility Right of Way.

Responsibilities

4. City Council is to make decisions on major encroachments.
5. City Manager is to endorse encroachment agreements for minor encroachments on the City's behalf.
6. Public Works Superintendent is to review encroachments to ensure the encroachment will in no way interfere with the City's infrastructure or roadway system.
7. Manager of Development is to:
 - a) Prepare encroachment agreements and necessary reports in a standard format.

- b) Forward encroachment agreements and necessary reports to proper approving authority.
- c) Complete all necessary correspondence with the other party in the agreement including invoicing.
- d) Complete all necessary correspondence to ensure caveats protecting the City's interests have been registered at Land Titles.

Fees

- 8. The fees charged for encroachments shall be \$75.00 plus caveat registration fees and legal fees. The fees to be charged shall be stated within each agreement.

Exemptions

- 9. The Manager of Development may give exemptions to encroachments of portable accessory buildings and fences which encroach less than 0.2 Metres (8") depending on the circumstance.