

# Encroachment Application

## Steps in the Encroachment Application Process

### 1) Determine if you need an Encroachment Agreement with Middlesex Centre.

Encroachment agreements are required when private buildings or infrastructure are on municipal property or in the municipal right-of-way.

In general, the right-of-way limits can be measured as 10 metres from the centerline of a municipal road.

Common examples of encroachment include:

- Awnings
- Patios
- Parking
- Fencing
- Private drainage works
- Permanent fixtures on sidewalks

Temporary uses of the municipal right-of-way, such as a farm vehicle pulled to the side of the road for crop harvesting, do not require an encroachment agreement.

If you are unsure if you need an encroachment agreement, please contact Public Works and Engineering at the Municipality of Middlesex Centre.

### 2) Complete the attached application form and submit with plan sketch and the application fee of \$150\* + HST.

### 3) Middlesex Centre staff will review your application. They may contact you if further information is required. Their decision will consider the factors outlined in the [Encroachment By-law](#), which you can find on the municipal website.

### 4) Middlesex Centre staff will contact you via email or phone to let you know if your application is approved.

### 5) If approved, Middlesex Centre will prepare an encroachment agreement.

Note that other elements, such as a requirement for insurance, may be included in the agreement.

If your application is denied you may request a written explanation and reasons for denial.

### 6) Sign and submit the agreement and the fee for registering the agreement on the title for your property. This fee is \$170\*.

### 7) Once the agreement and title registration fee are received, Middlesex Centre will register the encroachment on your title with the Land Registry Office on your behalf.

### 8) Please note that there is an annual encroachment fee of \$15 per square metre\* +HST, which will be charged each year with your property tax bill.

### 9) Depending on the nature of your encroachment, you may need to acquire a road occupancy permit to allow for construction within the municipal right-of-way after the encroachment agreement is signed.

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\* Fees for 2026. Fees are subject to change.

# Encroachment Application Form

## Applicant Information:

Applicant Name: \_\_\_\_\_

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

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

## Encroachment Location Information:

Location Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Lot / Concession if Applicable: \_\_\_\_\_

## Reason for Encroachment:

## Plan Sketch:

A plan sketch showing extent and location of work must accompany this application. Please include the scale, direction of north, and measurements to buildings or other permanent fixtures, as well as elevations (if applicable).

☐ Yes, plan sketch is attached.

## Fee (\$150 + HST = \$169.50):

☐ Fee is attached (cheque made payable to "The Municipality of Middlesex Centre").

☐ Fee will be paid at the municipal office (cash, cheque or debit).

## Authorization:

By signing below you assure that content provided in this application is accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information will be used by the Municipality of Middlesex Centre to process the application, to administer the municipality's Encroachment By-law and to ensure compliance with all applicable statutes, regulations and by-laws.

**Please return form to:** Municipality of Middlesex Centre

10227 Ilderton Road, Ilderton, ON, N0M 2A0

519-666-0190 or 1-800-220-8968 | [publicworks@middlesexcentre.ca](mailto:publicworks@middlesexcentre.ca)