
TOWN OF SMITHERS

APPLICATION FOR HIGHWAY ENCROACHMENT AGREEMENT

1. PROPERTY INFORMATION

Civic Address: _____

Legal Description: _____

Folio No.: _____

2. APPLICANT INFORMATION

(Person or entity applying for the encroachment)

Applicant Name (legal name):

Business Name (if applicable):

Mailing Address: _____

Phone Number: _____

Email Address: _____

Relationship to Property (check one):

☐ Registered Owner

☐ Tenant

☐ Contractor

☐ Other (specify): _____

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3. REGISTERED PROPERTY OWNER INFORMATION

(Required if applicant is not the registered owner)

Registered Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

4. PROPERTY OWNER AUTHORIZATION

(Required where the applicant is not the registered owner)

I am the registered owner of the property identified in this application and authorize the applicant named above to apply for and enter into a Highway Encroachment Agreement with the Town of Smithers for the encroachment described herein.

Owner Name (print): _____

Owner Signature: _____

Date: _____

5. TYPE OF ENCROACHMENT *(Check all that apply)*

- ☐ Sign
- ☐ Awning
- ☐ Canopy
- ☐ Other (describe): _____

Nature of Encroachment:

- ☐ Permanent
- ☐ Temporary

If temporary, proposed start date: _____ End date: _____

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6. DESCRIPTION OF PROPOSED ENCROACHMENT

Provide a detailed description of the proposed encroachment, including materials, method of attachment, and intended use.

Use the space below and attach additional pages if required.

7. DIMENSIONS & CLEARANCES

(Required for awnings, canopies, and projecting signs)

Horizontal projection into highway/right-of-way (metres):

Width along building frontage (metres): _____

Lowest vertical clearance above sidewalk (metres): _____

8. PLANS / SKETCHES

A sketch or plan **must be submitted** with this application and must clearly show:

- Property line
- Town highway / sidewalk / right-of-way
- Location and dimensions of the encroachment

☐ Sketch / plans attached

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9. INSURANCE REQUIREMENTS

The applicant must provide proof of **General Liability Insurance** in an amount **not less than \$2,000,000 per occurrence, naming the Town of Smithers as an Additional Insured.**

Insurance coverage must be maintained for the duration of the encroachment.

- ☐ Proof of insurance attached
 - ☐ To be provided prior to execution of the agreement
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10. APPLICABLE BYLAWS & REGULATORY AUTHORITY

- **Highway Encroachments**

Under the Highway Encroachment Bylaw, no person may cause or permit a fixture attached to land or buildings to project on, over, or under a Town highway or sidewalk unless a Highway Encroachment Agreement is first entered into with the Town of Smithers.

- **Signs**

Signs are regulated by Town of Smithers Sign Bylaw. Projecting, canopy, fascia, or hanging signs located over a sidewalk or other Town right-of-way may require both a Sign Permit and a Highway Encroachment Agreement.

- **Awnings and Canopies**

Any awning or canopy that projects into or over a Town highway or sidewalk constitutes an encroachment and requires authorization in accordance with the Highway Encroachment Bylaw.

Approval of this agreement does not relieve the applicant or owner from complying with all other applicable bylaws, permits, codes, or enactments.

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11. APPLICANT DECLARATION

I certify that the information provided in this application is true and complete, and I understand that approval is subject to review and acceptance by the Town of Smithers.

Applicant Name (print): _____

Applicant Signature: _____

Date: _____

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600.

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INTERNAL USE ONLY – TOWN OF SMITHERS

File No.: _____

PLANNING REVIEW

Planner Notes / Conditions of Approval:

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Not Approved

Planner Name: _____

Signature: _____

Date: _____