



CITY OF ST. ALBERT
ENCROACHMENT AGREEMENT APPLICATION

Date: _____

Name of Property Owner(s)
(Please use exact spelling as is,
or will be, shown on title: _____

Address: _____

Phone Number: _____

Name of Lawyer: _____

Lawyer Address: _____

Lawyer Phone Number: _____

Property Description with Encroachment(s):

Municipal Address: _____

Legal Land Description: _____

Procedures and Timelines:

Once all documentation is received by Engineering Services, the Encroachment Agreement documentation will be drafted and reviewed. When this document is ready either you or your lawyer will be contacted and sent the agreements. The homeowner(s) must then sign the agreements and return them to the City of St. Albert Engineering Department for execution.

Upon City execution, the documents are returned to your lawyer, so it can be registered at Land Titles at your expense. Once proof of agreement registration on title is received by the City of St. Albert Engineering Department, your Compliance Certificate (if required) will be released of any further engineering concern.

Processing times vary but the average time to complete the entire process is between 4 and 12 weeks. Because of this, if your house is for sale and the possession date will be sooner than the City would be able to process the agreement, you may want to wait until the title has changed and then prepare the agreements in the new homeowner's name. Planning is able to provide a conditional compliance in this case.

If you have any questions or concern, please call the following contacts for assistance;

<i>Engineering</i>	<i>Land Administrator</i>	<i>780-459-1654</i>
<i>Planning</i>	<i>Development Officer</i>	<i>780-459-1642</i>

Signature of Applicant: _____

This form must be completed in it's entirety to be considered and must include the following;

APPLICATION REQUIREMENTS:

1. *Application fee of \$570.00 (2024 fee).*
2. *5 copies of a current Real Property Report.*
3. *Current Copy of the Certificate of Title.*
4. *Written responses from Private Utility Companies (if required).*

CREDIT CARD AUTHORIZATION

To: Planning & Engineering
The City of St. Albert
5 St. Anne Street
St. Albert, AB T8N 3Z9

Phone: 780-459-1654

This is to authorize the City of St. Albert, Planning and Engineering, to charge my credit card
for application and permit fees.

Payment Method: ☐ VISA ☐ M/C ☐ AMEX

Name of Cardholder: _____

Credit Card #: _____

Expiry Date: _____

CCV #: _____

Signature of Cardholder: _____

Please contact all four private utility companies below for comments in regard to any encroachments. The most efficient way to obtain responses is by sending an email requesting comment to all four companies (email addresses provided below). Please attach a copy of the real property report (and photos if possible) showing encroachment(s) to your email.



Atco Gas

10035 – 105 Street
Edmonton AB T5J 2V6

Phone: 780-420-8012
Fax: 780-420-5649

Contact: Vicki Porter

encroachments@atcogas.com



Fortis – Land Services

320 – 17th Ave SW
Calgary AB T2S 2V1

Phone: 403-514-4119
Fax: 403-514-4411

Contact: Jay Brar

landserv@fortisalberta.com



Telus – Customer Service

10th Floor, 10035 – 102 Ave
Edmonton AB T5J 0E5

Phone: 780-508-2456
Fax: Not Available

Contact: Non-Specific

rightofwayAB@telus.com



Shaw Communications

10450 – 178 Street
Edmonton, AB T5S 1S2

Phone: 780-490-3510
Fax: 780-490-3572

Contact: Non-Specific

projectmanagernorthernalberta@sjrb.ca

Important:

When ALL four responses have been received, please forward the information to:

The City of St. Albert
5 St. Anne Street
St. Albert AB T8N 3Z9

Contact: Land Administrator
Phone: 780-459-1654
Email: landadmin@stalbert.ca

Please Note:

The responses will be reviewed, along with City utility plan records, to determine the appropriate action required and whether an encroachment agreement is necessary.