



**City of Dawson Creek**  
**Application for Encroachment**

10105 12A Street, Dawson Creek, BC, V1G 3V7  
Tel 250.784.3600 Fax 250.782.3352  
www.dawsoncreek.ca

Application Date: \_\_\_\_\_

**Applicant Information**

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

Company: \_\_\_\_\_

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

City: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Site /Encroachment Information**

Location of Encroachment: \_\_\_\_\_

Type of Encroachment: \_\_\_\_\_

I have read the Trespass/Encroachment Policy

Description of Encroachment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Justification of Encroachment** (Please provide specific information explaining why this encroachment needs to be in the public right-of-way): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide an 11" x 17" site plan with the location and dimensions (including area) for: the encroachment, property lines and structures, show components of the right-of-way (e.g. locations of curb and sidewalk, poles, bus stops, etc. If needed, attach additional sheets for reference, sufficient information must be provided to understand the proposal.

**Insurance Requirements**

Must maintain third party liability insurance coverage for Permitted Encroachment Area with,

- a. reputable insurer acceptable to the City,
- b. a minimum per occurrence coverage Commercial General Liability (CGL) of \$5 million, CGL insurance must be extended to cover the contractors/consultants blanket contractual liability and severability of interest
- c. All property insurance must contain a waiver of Subrogation in favor of the City
- d. the City as an additional insured, and
- e. a 30 day cancellation provision that requires prior notice be given by the insurer to the City.

If application is approved by the City, a form needs to be filled out by the Insurance Broker.

**Policy**

Each application is reviewed on a case-by-case basis. For payment fee information, refer to the City of Dawson Creek Encroachments Policy and the fees and charges bylaw.