City of St. Albert Planning and Engineering

St. Albert Place
5 St. Anne Street
St. Albert, Alberta
Canada T8N 3Z9
780-459-1654

ENCROACHMENT AGREEMENT PROCEDURES AND REQUIREMENTS

If you have been requested by the City of St. Albert to enter into an Agreement, the following is a checklist of documents you need to submit to Planning & Engineering in order to process the request.

- Completed Application Form
- 5 copies of your current Real Property Report
- **$570.00** (2024 fee) preparation fee which may be amended from year to year
- A current copy of the Certificate of Title
- The name(s) of the person(s) that the agreement will be registered in written in exact form as is, or will be, shown on title
- The name and phone number of the Lawyer representing the person(s)
- Written responses from Private Utility Companies (if required)

Once all the documents are received by Engineering, the Encroachment Agreement document will be prepared. When this document is ready, you or your lawyer will be contacted. When signed by the owners, the Agreement must be returned to the City for its execution. Following City execution, the document is returned to your lawyer so it can be **REGISTERED WITH LAND TITLES AT YOUR OWN EXPENSE**. Once you submit proof to The City of St. Albert that the Agreement has been registered, your Compliance Certificate is released from any Engineering Department concerns.

Any questions regarding the Encroachment Agreement should be directed to our Engineering Department:

Land Administrator
City of St. Albert
Phone: 780-459-1654
landadmin@stalbert.ca

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 concerns, please see contacts below for assistance;

Engineering	*Land Administrator*	*780-459-1654*
Planning	*Development Officer*	*780-459-1642*

Signature of Applicant: _____

This form must be completed in its 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 Responses (if required)*

CREDIT CARD AUTHORIZATION

To: Planning & Engineering **Phone: 780-459-1654**
The City of St. Albert
5 St. Anne Street
St. Albert, AB T8N 3Z9

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

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.