



## CORPORATION OF THE TOWN OF GRAVENHURST

### LICENCE OF OCCUPATION APPLICATION

Effective: January 1, 2025

The fee for a Licence of Occupation application to the Corporation of the Town of Gravenhurst for all zone classifications of By-law 10-04, as amended, shall be **\$1,442.00**

**For renewal of existing licence with no ownership or condition changes** shall be **\$515.00** payable at the time a ***complete application*** is submitted.

The applicable application fee may be paid by cash or credit card (or by cheque/money order, payable to the "Town of Gravenhurst").

**APPLICATION FOR A LICENCE OF OCCUPATION TO THE  
CORPORATION OF THE TOWN OF GRAVENHURST**

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee may be paid by cash or credit card (or by cheque/money order payable to the "Town of Gravenhurst").
2. One (1) copy of the deed (i.e. - proof of ownership) to the subject lands (***not applicable if application is for a renewal***).
3. One (1) original application form. Application must be made by the registered owner(s) of the abutting property to the Town-owned lands. Since the Licence of Occupation is not transferable, if sale of the property is pending, the Licence should be issued to the purchaser, not the vendor. ***All questions on the application form must be answered.***
4. **One (1) copy of a building location plan (8-1/2" x 11") to a common metric scale (i.e. 1:100; 1:250; 1:500) is required (see sample on back page). *Building location plan must indicate existing and proposed structures on Town-owned property, setbacks, and must clearly indicate that portion of the Town-owned property for which the Licence of Occupation is to be issued.***
5. If the Licence of Occupation is approved, it may be issued for a **10-year period, at a fee of \$3,090.00 (309 x 10 years)** payable to the "Town of Gravenhurst" upon approval and issuance by the Director of Development Services.
6. The Licence of Occupation will be issued for the structure(s) ***only*** on Town-owned land and does not include other segments of the Town-owned land.
7. The applicant will be asked to satisfy certain conditions such as providing insurance against public liability, ensuring continued public right-of-way, or removal of any structures when the Licence expires.

**GENERAL INFORMATION**

In some cases, property owners discover that a portion of their dock, deck, dwelling, garage or other structure or appurtenance encroaches on Town Lands. It is the general policy of the Town to not allow Encroachments onto Town Lands, and wherever possible, owners of abutting properties should apply to purchase the portion of the Town Lands affected prior to building upon it. This preference typically applies to Unopened Road Allowances and original shore road allowances but could potentially apply to any other Town Lands. However, should the property owner wish to proceed with a License of Occupation, these applications are governed by Policy A09 DEV

**See Application below (Appendix 1) from Policy A09 DEV**



THE TOWN OF GRAVENHURST

APPLICATION FOR LICENCE OF OCCUPATION

**FOR OFFICE USE ONLY:**

Application No. \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Roll No. \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

Received by: \_\_\_\_\_

Assigned to: \_\_\_\_\_

All questions must be answered to ensure a complete application (please print or type in ink)

- Registered Owner(s): \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
(of abutting lands)
- Mailing Address: \_\_\_\_\_  
  
Email Address: \_\_\_\_\_
- Legal description of applicant's lands: (lot, concession, township, registered or reference plan, municipal address, water body)
- Reason for applying for Licence of Occupation:
- Particulars of existing building(s) on Town-owned lands: (please specify the following: type; building floor area; front, rear, side yard setbacks; and height) **(this information may be indicated on a site plan - please use metric units)**
- Date the subject lands were acquired by the current owner (include proof of ownership, if required):

**PORTION OF ROAD ALLOWANCE COVERED BY LICENCE:**

Unopened road allowance between / Original shore road allowance in front of Lots \_\_\_\_\_, Concession \_\_\_\_\_ and Lot \_\_\_\_\_, Plan \_\_\_\_\_, former Township of \_\_\_\_\_, now in the Town of Gravenhurst, District Municipality of Muskoka.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s) (of Abutting Lands)

This information has been collected in accordance with Sections 74(1) and 75(4) of the Municipal Act, R.S.O. 1990, Chapter M.45. This information is to be used solely for the purpose of administering this application. For further information, please contact the "Head" of the Institution at 3-5 Pineridge Gate, Gravenhurst, Ontario P1P 1Z3 (Office: Tel. (705) 687-3412 & Fax (705) 687-7016).