

MINIMUM SKETCH REQUIRMENTS FOR APPLICATIONS RELATING TO

ENCROACHMENTS CONSISTING OF SHORING & TIEBACKS

The sketch must include the following minimum information:

1. Must be prepared by a Surveyor or a Professional Engineer and cannot be an aerial photograph (hand renderings are not acceptable)
2. The title of the sketch is to read “Schedule to Encroachment Agreement between the City of Mississauga and (*insert name of the registered owner*)”
3. Property lines must be shown and labeled
4. Division line between the City property and Applicant’s property must be clearly identified in bold. Include Street names where applicable.
5. An arrow or North direction indicator must be shown
6. A Legend along one side of the sketch must be included to identify the following details:
 - The municipal address
 - Legal description of the property
 - The total encroachment area (square meters/square feet)
 - Property identification Number (PIN) from the Land Registry Office for the applicant’s and the City’s property
 - A scale
7. Encroachment area to be cross-hatched, including dimensions and labeled
8. The item that is encroaching must be included on the sketch and clearly identified, including but not limited to:
 - Proposed tiebacks in support of shoring application and include the Shoring Permit Number

Sample Sketch showing proposed tie backs

