MINIMUM REQUIREMENTS FOR ENCROACHMENT SKETCHES

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
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:
    - All city trees
    - Signage
    - Fencing
    - Retaining/ornamental walls
    - Sprinkler systems
    - Decorative lighting
    - Stairs
    - Walkways
    - Ramps for physically challenged
    - Ornamental (statues, planters, etc.)
    - Public art
    - Air conditioning units
    - Pool decking
    - Sheds
    - Walkways
    - Snow-melting and deicing system
    - Landscaping (ie: vegetation gardens, shrubs, hedges, etc.)

See Sample Sketches No. 1 and 2