



Summer Villages on Sylvan Lake
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
(403) 887-2822

October 18, 2022

Dear Resident:

This notice is being sent out on behalf of Sunbreaker Cove Council, to remind all residents that if you have any encroachments on Municipal Land, according to the Encroachment Agreement Policy that has been in place since 2001, you are required to obtain approval and enter into an encroachment agreement. The current policy is enclosed with this letter. "Encroachment(s)" means a building, development, water well or any other object that illegally extends onto an adjacent property. Stairs, retaining walls, fire pits and other types of development encroaching onto Municipal property, may be permitted by Council provided the owner of the encroachment:

- Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the encroachment.
- Agrees that the existence of the encroachment in no way affect the Municipality's ownership of or authority over the lands.
- Agrees to remove the encroachment at the encroaching party's expense at any time such removal is required by the municipality.
- Agrees that upon the removal of the encroachment, the site will be restored to a condition acceptable to the municipality.
- Provides, at the request of the municipality, a survey plan illustrating the extent of the encroachment prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
- Pays all costs incurred by the municipality to facilitate the execution of the agreement.
- Pays the annual encroachment fee of \$250.00 at time of agreement and reassessed every five years.

If you have any encroachments on Municipal property and are not entered into an agreement, please send a letter request along with a real property report or site survey showing the encroachment to the Development Officer, Kara Hubbard at khubbard@sylvansummervillages.ca. We will then submit your request to Sunbreaker Cove Council for encroachment agreement approval and proceed with entering into an agreement if permitted.

Sincerely,
Kara Hubbard
Development Officer