



MPRB ENCROACHMENT TIMELINES GUIDELINES

TIMELINE	RESPONSIBILITY
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SECTION 1

First Contact After Discovery of Violation

Letter/communication sent to property owner	within 10 business days	MPRB
Violation remedy communicated from property owner	within 3 business days after receipt of violation letter	Owner
<i>REMOVAL REMEDY OPTION: follow section 2</i>		
<i>APPLICATION REMEDY OPTION: follow section 3</i>		
Exigent violations: letter/communication AND remedy	Immediately	MPRB/Owner

SECTION 2

Overall Timeline For Removals

Removal of violation	within 10 business days after notification <i>(may be extended at staff discretion based on complexity of encroachment)</i>	Owner
Restoration of parkland after removal	within 20 business days after removal**	Owner
Exigent violations	Immediately	Owner

SECTION 3

License Applications

Communication to property owner of "receipt of application" or "receipt of completed application" <i>(communication will note whether application is complete or provide guidance on submitting a completed application)</i>	within 10 business days	MPRB
Completed application submitted by property owner	within 20 business days of "receipt of application" communication	Owner
Staff review recommendation communicated to owner	within 20 business days of "receipt of completed application" communication	MPRB
Completed Board approval process	within 45 business days of staff review recommendation <i>(may be extended if necessitated by published Board meeting schedule and/or actions by the Board)</i>	MPRB
Letter/communication to property owner regarding Board Resolution passage/denial	within 3 business days after final execution of Board Resolution	MPRB
APPLICATION APPROVED: Encroachment license payment due to MPRB	within 20 business days after communication	Owner
APPLICATION DENIED: Initiate Section 2		

** : Potental deadline extension due to weather conditions, available upon request