

Road Occupancy Permit Application Form

| |
|---------------|
| PERMIT NUMBER |
|---------------|

(Please Print)

| | |
|-------------------|----------------------|
| Application Date: | Town Representative: |
|-------------------|----------------------|

APPLICANT INFORMATION (CONTRACTOR)

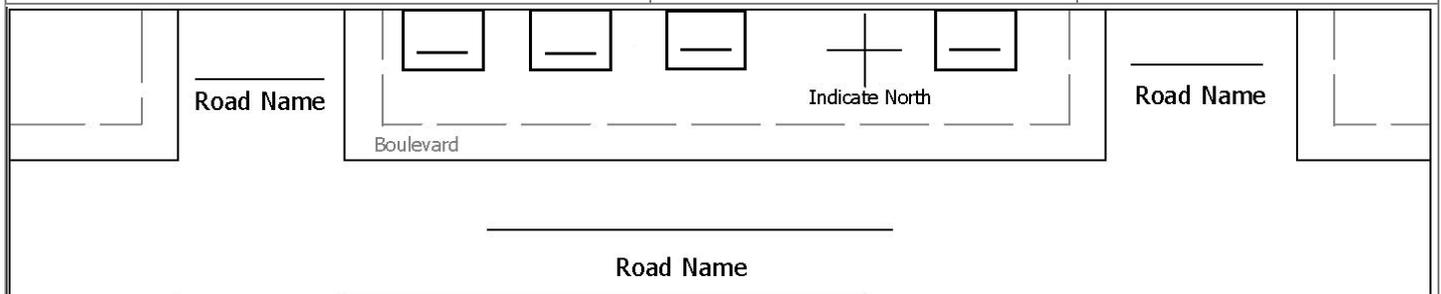
| | |
|---------------------------------|---------------------------------|
| Applicant Name | Phone Number () |
| Mailing Address | Fax Number () |
| 24Hr Contact 1: Name: | 24Hr Contact 2: Name: |
| Phone Number | Phone Number |
| Email Address 1 | Email Address 2 |

OWNER INFORMATION

| | |
|------------------------------|-------------------------|
| Utility/Property Owner Name: | Phone number () |
| Mailing Address | Email Address |

ACTIVITY LOCATION

| | | |
|--------------------------------|------------------------------|--------------------------|
| Date of Occupancy (Start Date) | Date of Occupancy (End Date) | Municipal Consent Number |
|--------------------------------|------------------------------|--------------------------|



| Cut Location | Length | Width | Area | Depth |
|------------------------|--------|-------|------|-------|
| Road | | | | |
| Shoulder or Boulevard | | | | |
| Sidewalk (Draw on Map) | | | | |

Please submit additional pagers as required

ACTIVITY INFORMATION

| | | | | |
|----------------|---|--|---|--|
| Occupancy Type | <input type="checkbox"/> Utility Install/Repair | <input type="checkbox"/> Geotechnical/Survey | <input type="checkbox"/> Bin(s) | <input type="checkbox"/> Other (Explain) |
| | <input type="checkbox"/> Municipal Consent | <input type="checkbox"/> Site Servicing | <input type="checkbox"/> Scaffolding/Hoarding | <input type="checkbox"/> Construction |

Occupancy Detail:

| | | | | | |
|-----------------------|--------------------------------------|------------------------------------|-------------------------------|-------------------------------|-------|
| Traffic Restrictions: | <input type="checkbox"/> As required | <input type="checkbox"/> Inclusive | <input type="checkbox"/> Lane | <input type="checkbox"/> Full | Date: |
|-----------------------|--------------------------------------|------------------------------------|-------------------------------|-------------------------------|-------|

AGREEMENT

I, THE UNDERSIGNED HAVE READ AND UNDERSTOOD THE INFORMATION PROVIDED AND AGREE TO ABIDE BY ALL GENERAL CONDITIONS, SPECIAL PROVISIONS AND ALL CONDITIONS LISTED ON THE FACE AND BACK OF THIS PERMIT APPLICATION, AND PERMIT IF ISSUED.

| | | |
|----------------------------------|------------------|-------------|
| Authorized Representative | | |
| | <i>Signature</i> | <i>Date</i> |

CONDITIONS

I/We hereby make application to The Town of New Tecumseth (The "Town") to occupy the Municipal Highway for the purpose described and agreed to abide by the terms of By-Law 2013-161 (as amended) and the conditions established on the permit. I/We agree to assume all liability and/or cost incurred by the Town as a result of road occupancy to maintain the work area and to indemnify and save harmless the Town until final completion and approval.

Traffic Control: Traffic Signing will be in accordance with **Book 7 of the Ontario Traffic Manual - Temporary Conditions**. Access for emergency vehicles **MUST** be maintained at all times, unless otherwise approved by the Director.

GENERAL CONDITIONS

1. Any person or persons intending to occupy or perform work on Town of New Tecumseth Highways, must first apply to the Director of Operations for a Road Occupancy Permit. This approval must be obtained prior to the commencement of work.
2. The permit must be in the name of the person or persons performing the intended work and not the name of an agent acting for him/her.
3. The completed permit application must be received, for processing, by the Public Works Department no later than **10 working days** prior to the beginning of the activity. The applicant must also abide by all other time restrictions as outlined in by-law 2013-161.
4. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein
5. The applicant, pursuant to the By-Law shall have the permit available at the times during which work is in progress.
6. The permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, the Director of Public Works or his designate shall take action he deems necessary to reinstate the site for public protection at the expense of the applicant. In all cases the decision of the Director of Public Works is final.
7. When unforeseen circumstances require an extension of the permit or a change in any of the conditions under which the permit was issued, the holder of the permit shall apply for such change at least 3 business days in advance of the expiry. Failure to do so will render the permit void.
8. All barricades, signs, signals, traffic control person(s), traffic control devices, detour design and signing shall meet **Book 7 of the Ontario Traffic Manual - Temporary Conditions** requirements and shall be the sole responsibility of the applicant.
9. The applicant shall maintain access to all public and private properties for the duration of the work.
10. It shall be the applicant's responsibility to request marking or other location information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.
11. Highway reinstatements shall be done in accordance to By-law 2013-161
12. All damaged, disruption or removal of existing works such as curb, sidewalk etc. as described in the permit, and damages related to the work activity shall be reinstated by the applicant to the Town of New Tecumseth's satisfaction.
13. Personal information contained on this form is collected under the authority of the Town of New Tecumseth By-Law 2013-161 (as amended) and is used to issue Road Occupancy Permits.
14. Applicant must notify the Public Works Department before any backfilling operation on Town highways begins by calling the Public Works department.
15. A copy of By-Law 2013-161 has been received and reviewed by the applicant.

INITIALS

ROAD OCCUPANCY PERMIT APPLICATION DEPARTMENTAL CHECKLIST

(OFFICE USE ONLY)

| | | | |
|--------------------------|------------------------------|----------------|--------------|
| <input type="checkbox"/> | Traffic Control Plan | Date Received: | Received By: |
| <input type="checkbox"/> | Certificate of Insurance | Date Received: | Received By: |
| <input type="checkbox"/> | Permit Fee \$ _____ | Date Received: | Received By: |
| <input type="checkbox"/> | Security Deposit \$ _____ | Date Received: | Received By: |
| <input type="checkbox"/> | Degradation Fee \$ _____ | Date Received: | Received By: |

Comments: