



**ROAD OCCUPANCY AND ENTRANCE PERMIT APPLICATION**

**Community Services Department**  
3541 Line 11 P.O. Box 160, Bradford, Ontario, L3Z 2A8  
Telephone: 905-775-5369 Fax: 905-778-4343  
[www.townofbwg.com](http://www.townofbwg.com)

- New Permit       Permit Renewal  
(Previous Permit No. \_\_\_\_\_)

<b>Permit No.:</b> (FOR OFFICE USE ONLY)
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**1. APPLICATION FOR (Check all that apply):**

- Bin, Material or Construction Equipment on Roadway  
     Short duration - 1 to 2 days  
     Long duration - 3+ days
- Installation of New Driveway Entrance  
 Driveway Widening  
 Other (specify) \_\_\_\_\_

**2. PROPERTY INFORMATION & WORK DETAILS:**

Municipal Address _____			Lot Number _____			Plan Number _____		
Dwelling Type:	<input type="checkbox"/> Detached	<input type="checkbox"/> Apartment	<input type="checkbox"/> Multiple Unit Dwelling					
	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Duplex	<input type="checkbox"/> Other: _____					
	<input type="checkbox"/> Semi-detached	<input type="checkbox"/> Linked						

Is subdivision Assumed?:  Yes     No    **(If unknown, please contact the Office of Community Planning at 905-778-2055)**

Proposed Work to Include the following (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Widening of existing driveway                  | <input type="checkbox"/> Placing storage/refuse bin on roadway                                |
| <input type="checkbox"/> Additional parking for Accessory Dwelling Unit | <input type="checkbox"/> Installation of new driveway culvert                                 |
| <input type="checkbox"/> Widening existing curb depression              | <input type="checkbox"/> Extension of existing driveway culvert                               |
| <input type="checkbox"/> Paving boulevard apron                         | <input type="checkbox"/> Storage of construction material and equipment on the road/boulevard |
| <input type="checkbox"/> Construction of concrete patio                 |   |
| <input type="checkbox"/> Landscaping/Gardens                            |   |

Proposed Start Date: \_\_\_\_\_  
Proposed End Date: \_\_\_\_\_

**\*Shall not exceed 30 days**

**3a. OWNER INFORMATION:**

Property Owner Information (check one):     Person(s)     Company

<b>Property Owner:</b>	_____	_____
	<b>First Name</b>	<b>Last Name</b>
<b>Mailing Address:</b>	_____	_____
	<b>Street No.</b>	<b>City</b>
	_____	_____
	<b>Province</b>	<b>Postal Code</b>
<b>Contact Info:</b>	_____	_____
	<b>Telephone No.</b>	<b>Email Address</b>



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### 3b. APPLICANT/AGENT INFORMATION (if different than Owner):

**Applicant Name:**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

**Mailing Address:**

\_\_\_\_\_  
Street No.

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

**Contact Info:**

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email Address

### 3c. OWNER AUTHORIZATION (if agent is named above)

I/we \_\_\_\_\_ authorize \_\_\_\_\_  
*name(s) of property owner* *name of person authorized as agent*

to act as my agent and sign the application form to the Town of Bradford West Gwillimbury on my behalf, in respect to the property and work described in Section 2 of this application. I/we further acknowledge that I/we have read the information provided in this application and certify it to be accurate and correct to the best of my/our knowledge.

\_\_\_\_\_  
signature(s) of property owner

\_\_\_\_\_  
date

### 4a. CONTRACTOR INFORMATION (if work is being undertaken by a contractor):

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
On-site Contact Name:

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Street No.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Province

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

### 4b. INSURANCE & WSIB INFORMATION

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Policy No.

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
WSIB Clearance Certificate Number

\_\_\_\_\_  
Expiry Date

**5. SUBMISSION REQUIREMENTS**

In order to quickly and accurately process your application, please ensure that the following items are included in your submission package (**NOTE- INCOMPLETE APPLICATION PACKAGES WILL NOT BE ACCEPTED**):

- Payment of the required administration fee;  
*\*Fee for Bin, Material or Construction Equipment on Roadway - \$60.00 plus Security Deposit*  
*\*\*Fee for Driveway Widening or New Entrance - \$175.00 plus Security Deposit*  
*\*\*\*Please contact the Town for the Security Deposit amounts*
- Copy of the Legal Plan for the property (contact BWG Building Division for information)
- Dated photograph of the front elevation of the home including public property (show hydrants, trees, utility boxes, etc.);
- Detailed Site plan showing existing and proposed features complete with dimensions (see attached example for required dimensions);
- Valid Certificate of Insurance (COI), naming the Town of Bradford as certificate holder;
- Valid WSIB Clearance Certificate;
- Traffic Control Plan (if required)

**6. DECLARATION**

I / we, the undersigned, understand that under the provisions of this Application for Road Occupancy / Entrance Permit, the owner, operator or agent who has obtained a permit is responsible for all damages that may be caused to the highway, encroachments or right of way resulting from the work associated with this permit, or by reason of the driving, operating or moving of any heavy vehicle, load, object or structure.

I / we, the undersigned, hereby agree to the conditions set forth on the attached Road Occupancy / Entrance Permit Application and agree to assume all costs for works, damage or repairs incurred as a result of this application.

As of the date of this application for Road Occupancy / Entrance Permit, I have examined the contents of this application, and I certify the correctness of the information submitted with the application insofar as I have knowledge of these facts, and I concur with the submission of this application for Road Occupancy / Entrance Permit to the Town of Bradford West Gwillimbury.

I acknowledge and accept the responsibilities imposed by law in relation to the operation of a commercial motor vehicle under the authority of the permit(s) issued pursuant to the application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**ZONING COMPLIANCE**

Date Complete Application Received: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Planning Division Review:  Approved  Not Approved

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSPORTATION COMPLIANCE**

Date Complete Application Received: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Transportation Division Review:  Approved  Not Approved

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**7. TERMS AND CONDITIONS OF APPROVAL**

1. Open cutting of roadways, sidewalks, boulevards or residential driveways is not permitted except in strict accordance with the provisions of this permit.
2. The Applicant is responsible for the restoration of the entire work area, including all associated costs. Any future repairs required to be completed by the Town due to settlement will be at the expense of the applicant.
3. The Applicant is responsible for any damage caused to the roadway, curb, boulevard, paved driveway apron, sidewalk, boulevard tree or other appurtenances located on or within Municipal property. Any repairs required as a result of damage to Municipal property resulting from the work will be completed by the Town at the Applicant's expense.
4. Restoration of the work area shall be to a condition that meets or exceeds pre-construction site conditions. Grass areas shall be sodded, watered and maintained until adequate root growth is achieved.
5. The Applicant/Contractor shall ensure that all necessary traffic control measures are provided in accordance with MTO Book 7 requirements. Disruption to traffic flow shall be minimized where possible.
6. Any materials, vehicles and/or equipment stored on the boulevard or roadway shall be adequately delineated using traffic cones or barrels and shall not impede the flow of vehicular or pedestrian traffic in any way.
7. All work being undertaken within a Capital Construction area shall be co-ordinated with the Town's Capital Projects Division, 905-775-5366, ext. 2100.



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“All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and Municipal Act, 2001. The information will be used for the purposes of the Community Services Department. Questions regarding this collection maybe directed to Administration Clerk, Community Services at 3541 Line 11, P.O. Box 160, Bradford, Ontario, L3Z 2A8. Telephone No. 905-775-5369, ext. 5300; Fax No. 905-778-4343”.

This Application for Road Occupancy / Entrance Permit as detailed above is hereby approved, subject to the conditions contained herein. All work shall be in strict accordance with this approval.

\_\_\_\_\_  
*Director of Community Services, or designate*

\_\_\_\_\_  
*Date*

Completion of all works required in respect of this Permit was inspected and accepted by:

\_\_\_\_\_  
*Director of Community Services, or designate*

\_\_\_\_\_  
*Date*