



ROAD OCCUPANCY PERMIT APPLICATION – UTILITY WORKS

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

PERMIT No:
(FOR OFFICE USE ONLY)

1a. APPLICATION FOR (Check all that apply):

- Repair of Existing Replacement of Existing Install New Saw Cut Other (specify): _____
- New Permit Permit Renewal (Previous Permit No. _____)

MUNICIPAL CONSENT REQUIRED: Yes No **Approval No.:** _____

2a. UTILITY INFORMATION:

Company Name (*per Articles of Incorporation*)

Address - Street No. City Province Postal Code

Contact Name Telephone No. Fax No. e-mail address

Insurance Company Policy No. Telephone No.

Address - Street No. City Province Postal Code

2b. CONTRACTOR INFORMATION:

Company Name

Address - Street No. City Province Postal Code

Contact Name Telephone No. Fax No. e-mail address

Insurance Company Policy No. Telephone No.

Address - Street No. City Province Postal Code



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3. LOCATION INFORMATION & WORK DETAILS:

Municipal Address / Location of Street Cut

Side of Street

Work Details

4. PROPOSED STREET CUT DIMENSIONS (metric units only)

Length	Width	Depth	Front Cut	Back Cut
m	m	m	m	m

5. COMPLETED DIMENSIONS OF STREET CUT (if more than one cut required)

Overall Combined Length	Width at Widest Point	Depth at Deepest Point
m	m	m

Proposed Start Date _____
 mm/dd/yyyy

Proposed End Date _____
 mm/dd/yyyy

(SHALL NOT EXCEED THIRTY (30) DAYS)

Please include a photo of pre-existing conditions

Sketch showing proposed work to be attached. Applications submitted without a sketch or photo will be returned to the applicant

6. TERMS AND CONDITIONS OF APPROVAL:

1. The Utility Owner and/or its contractors are required to co-ordinate and complete all work in the permitted work area (PWA) within the 30 day timeline specified by this permit. A pre-construction meeting shall be held at the request of the Town prior to starting any work;
2. Open cutting of roadways, driveways sidewalks and/or boulevards is not permitted unless approved by the Town and specified in this permit;
3. The contractor is responsible for completion of full and permanent restoration of each individual drop area. **This shall be completed within the 30 day timeline outlined in the permit to the satisfaction of the Town. Restoration not completed within the specified timeframe will be completed by the Town and all costs back charged to the permit holder;**
4. Full restoration means the installation and/or reinstatement of concrete sidewalks and curbs, hot-mix asphalt, screened topsoil and nursery grade sod – seed will only be permitted where approved by the Town;
5. The Utility Owner and/or its contractors shall co-ordinate with the Town for final inspections of the restorations immediately following completion of the restoration work. **New permit(s) will not be issued until all restoration work has been completed, inspected and accepted by the Town;**
6. Traffic control measures shall be implemented in accordance with Ontario Traffic Manual, Book 7 – Temporary Conditions. Failure to implement appropriate traffic control measures will result in permit revocation;
7. Compaction of all backfill shall be in accordance with OPSS requirements. Future repair of settlements shall be at the expense of the applicant.
8. 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.
9. It is the contractor's responsibility to ensure that all work areas are adequately protected during off-work hours to ensure the safety of motorists and pedestrians. Work areas shall be properly fenced and delineated at the end of each work day. Unsafe work areas will not be tolerated;
10. 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.
11. **The Utility Owner shall provide written notice to any residential or commercial properties directly impacted by the proposed work (ie. driveway cuts, daylighting, installation of new permanent street furniture, removal of sidewalk bays, lane or road closures etc.). Such notice shall be provided a minimum of five (5) days prior to commencing any work.**
12. **Where a lane or road closure is required to facilitate the proposed work, written notification shall be provided to the Town, Fire and Emergency Services, EMS Services, Waste Collection Services, the Simcoe County Student Transportation Consortium and the Service de Transport Francobus, five (5) days prior to commencing any work. Contact information will be provided by the Town. Failure to notify will result in immediate permit revocation.**
13. The permit is valid for the locations listed in this permit. Work in areas not identified in the permit is not permitted;
14. All work shall be undertaken in strict compliance with the terms and conditions outlined above. Failure to do so will result in permit revocation.



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7. DECLARATION:

I / we, _____, the undersigned, understand that under the provisions of this Application for Road Occupancy 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 Permit 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 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 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.

Signature of Applicant	Witness	Date
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FOR OFFICE USE ONLY		
<input type="checkbox"/> Insurance Certificate	<input type="checkbox"/> WSIB Clearance Certificate	<input type="checkbox"/> Traffic Plan
<input type="checkbox"/> Site Plan & Photo	<input type="checkbox"/> Payment of Admin. Fee \$ _____	<input type="checkbox"/> Payment of Security Deposit \$ _____

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

_____	_____
<i>Director of Community Services, or designate</i>	<i>Date</i>

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

_____	_____
<i>Director of Community Services, or designate</i>	<i>Date</i>

"All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and By-Law #2004 054 and will be used for the purposes of evaluating eligibility to obtain a Road Occupancy Permit. Questions regarding this collection may be directed to the Director of Community Services, 3541 Line 11, P.O. Box 160, Bradford, ON - 905-775-5369."