

APPLICATION FOR MUNICIPAL EASEMENT - WORK PERMIT

Permit to Work in All Municipal Easements – Road Allowance or Right of Way

NOTE: WORK MUST NOT BEGIN UNTIL PERMIT HAS BEEN OBTAINED

Permit Number:	GNWS File Number:
Permit Fee: \$ 150.00	Date Permit Fee Paid:
Deposit Fee: \$ 2,000.00 Deposit will be held for a minimum of six (6) months by Municipality	Date Deposit Fee Paid:
Amount Returned:	Date Returned:
Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Replace <input type="checkbox"/> Repair	
<input type="checkbox"/> Gas <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Communication/Data Lines <input type="checkbox"/> Water <input type="checkbox"/> Other	
Method: <input type="checkbox"/> Auger <input type="checkbox"/> Directional Bore <input type="checkbox"/> Open Excavation <input type="checkbox"/> Combination/Other	
Location of Work: _____	Sketch Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of Work: _____	
Start Date: _____ Time: _____ End Date: _____ Time: _____	
Company Name: _____ Telephone Number: _____	
Company Address: _____ Postal Code: _____	
Company Email: _____	
Supervisor's Name: _____ Supervisor's Number: _____	
Insurance Company: _____ Policy Number: _____	
Expiry Date: _____	
Minimum policy coverage is \$2,000,000.00 <input type="checkbox"/> Municipality as additional insured <input type="checkbox"/>	
Book 7 of the Ontario Traffic Manual Temporary Conditions Plan and Number: _____	

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy Legislation and will be used for the purpose of issuing a Municipal Easement – Work Permit.

This permit does not imply that permission has been granted by other applicable agencies.

I understand that the fee of \$2,000.00 is payable for each cut prior to any cut being undertaken to Municipality property. The Municipality also reserves the right to retain all or part of the deposit for a minimum period of six (6) months after initial acceptance by the Municipality for potential settlements, ground cover restoration, etc.

The work must remain satisfactory, for a period of one (1) year from the date the work was done, to the satisfaction of the Municipality.

If any default occurs within one (1) year from the date the above work was done, the expense to repair the work will be charged as outlined under Schedule A of By-law 1105-95 directly to the party doing the work.

THE FOLLOWING ARE ALSO TO ACCOMPANY THIS APPLICATION:

- A deposit in the form of cash, cheque, or letter of credit to meet the costs of repairing any damage which may be done to the highway during the proposed work, and enough to ensure that the proposed work may be completed by the Municipality if left incomplete by the applicant.
- Proof of property damage and public liability insurance, showing the Municipality as an additional named insured, in minimum amount of two million dollars (\$2,000,000.00), submitted by the general contractor and any sub-contractor involved in the work.

SPECIAL CONDITIONS:

- Yes No

Road Crossings are to be **BORED** or other arrangements made. Pavement must not be cut. Bore pits to be located outside of the shoulder area a minimum of 3 metres from the edge of pavement.

Compaction of backfills shall be 95% Standard Proctor. All disturbed areas must be restored to original conditions including the necessary sodding or seeding. Disturbed sidewalks and curb and gutter shall be replaced.

CONDITIONS FOR CONSTRUCTION:

- A copy of this permit shall always be kept on site.
- Existing underground services must be located and exposed before construction begins. Applicant is to contact all Napanee Utilities for information on location of underground services.
- Machines with steel tracks or flat steel pads are prohibited on the travelled portion of the pavement at any time, except as permitted by the Director or Manager of Public Works.
- Assume Prime Contractor status.
- Maintain all traffic signs in current location. Any temporary relocation to be done by the Municipality at the Developer's and Contractor's expense.
- All work including trench excavation and backfill to comply with engineering and safety standards.
- All emergency services (Fire, Police, Ambulance) to be notified prior to construction.
- Municipal inspection personnel shall be notified 24 hours in advanced of any construction.
- Advise residents 24 hours in advance of any anticipated disruptions to services and/or access to property.
- Traffic control plan, in accordance with MTO Book 7 requirements shall be provided along with the following:
 - Standard traffic control signs and barricades to be provided by the contractor, as required.
 - Qualified traffic control to be present always during construction.
- No mid-sidewalk panel repairs – whole panel is to be removed and replaced.
- Damage to the Municipality's services is to be reported immediately.
- All public and private roads, drives, boulevards, fences, etc., are to be restored to "as found", or better, condition.

- Adjacent roads and sidewalks are to be kept clean during construction. Costs borne by the Municipality will be billed to the applicant.
- Where subgrade is modified or exposed, provide test reports showing compaction to a density not less than 95% Modified Proctor Density.
- The applicant is required to protect existing cables, conduits, structures or other apparatuses from damage as result of the work under this permit. Any such damage occurring shall be immediately repaired to the satisfaction of the authority having jurisdiction over the damaged infrastructure.
- The Municipality does not guarantee that the location selected for services is not in use by other utilities or services.
- If a road closure is required, the contractor must seek written permission from the Director of Public Works or the Manager of Public Works, 24 hours prior to road closure.
- Contractors are required to notify all Emergency Services of road closure and duration of closure.

Additional Conditions: _____

AGREEMENT BY APPLICANT

I have read the information on this form and have attached a certificate of insurance. I also agree to comply with all the conditions outlined above.

Applicant's Signature: _____ **Date Signed:** _____

APPROVAL OF MUNICIPAL EASEMENT – WORK PERMIT

Approved By: _____ **Date Approved:** _____
(Director of Public Works or Manager of Public Works)

APPROVAL FOR RELEASE OF DEPOSIT

Approved By: _____ **Date Approved:** _____

DISTRIBUTION:

- Infrastructure Services Administrator 613.776.1152
- Director of Public Works & Infrastructure Services 613.776.1143
- Director of Capital Works 613.856.2247
- Town of Greater Napanee Fire Department 613.856.2228

EMERGENCY SERVICES – CONTACT INFORMATION:

O.P.P.	613.354.3369
Deputy Fire Chief	613.856.2228
Ambulance	613.354.4196