



GEORGINA
 26557 Civic Centre Rd.
 Keswick, Ontario L4P 3G1
 905-476-4301

ROAD OCCUPANCY PERMIT APPLICATION FORM

Town Use Only

PERMIT NUMBER:

Application Date:	Ontario One Call Ticket #:
APPLICANT INFORMATION (CONTRACTOR)	OWNER INFORMATION
Applicant Name/Contractor:	Utility/Property Owner Name:
Mailing Address:	Mailing Address:
Email:	Email:
Office Phone:	Office Phone:
Cell Phone:	Cell Phone:
ACTIVITY INFORMATION	
Activity Type:	
Utility Install/Repair Driveway Paving Entrance Permanent Temporary Bin(s)	
Site Servicing Scaffolding/Hoarding Construction Geotechnical Survey	
Other _____	
Town Property Impacted: Roadway Curb Sidewalk Boulevard/Ditch Entrance N/A	Nature of Excavation: Hand Dig Machine Dig Hydrovac Trenching Bore Road Cut Vehicles On-Site: 1-3 Vehicles 4-6 Vehicles 6+ Vehicles
Activity Detail:	
Date of Occupancy (Start Date):	Date of Occupancy (End Date):
Is this work related to any other application or approval of the Town? <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> If YES, File # _____	
24 Hr. Emergency Contact:	On-Site Contact (Supervisor):
Name: _____	Name: _____
Cell No.: _____	Cell No.: _____

ACTIVITY LOCATION

Civic Address/Location Detail:

Between:

And:

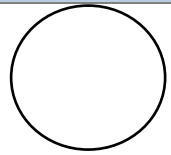
Road Closure:

Yes No Single Lane Multiple Lane
Full Various Locations

Will two-way traffic be maintained? YES NO
Will Pedestrian traffic be inconvenienced? YES NO

Proposed Detour Route:

ACTIVITY LOCATION DRAWING



NORTH DIRECTION
INDICATION

ATTACHMENTS

Insurance Certificate

Traffic Control Plan

Additional
Details/Drawings

WSIB

CONDITIONS

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.

1. Any person or persons intending to occupy or perform work on Town of Georgina Right-of-Way, must first apply to Operations and Infrastructure 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 Operations and Infrastructure Department 3 weeks prior to the beginning of the activity.
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 permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, a representative from the Town's Operation and Infrastructure Department shall take action he deems necessary to reinstate the site for public protection at the expense of the applicant.
6. 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 hours in advance of the expiry. Failure to do so will render the permit void.
7. 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.
8. The applicant shall maintain access to all public and private properties for the duration of the work.
9. The Contractor shall maintain in effect liability insurance of not less than **\$5,000,000** naming the Town of Georgina as co-insured and shall indemnify the Town of Georgina against and hold it harmless from any and all liability for damages on account of injury to persons of damage to property resulting from or arising out of or in any way connected with the presence of the Contractor, its servants, agents or employees, and persons duly authorized by the Contractor, on the road allowance and shall reimburse the Town for all costs, expenses and any loss incurred by it in consequence of any claims, demands and causes of action which may be brought against it arising out of the presence of the Contractor, its servants, agents or employees and persons duly authorized by the Owner, on the road allowance.
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. 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 Georgina's satisfaction.
12. The approved permit is valid to the End Date specified. If an extension is required, the applicant must request in writing (2) weeks prior to date of expiry.
13. The approved permit only grants permission to work in the Town's right-of-way/property. It is the responsibility of the applicant to obtain all required building/permits.

INITIALS

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 THIS PERMIT APPLICATION, AND PERMIT IF ISSUED.

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

**ROAD OCCUPANCY PERMIT
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"/>	WSIB	DATE RECEIVED:	RECEIVED BY:
<input type="checkbox"/>	PERMIT FEE (SHORT CODE: ROP) \$150.00 (CASH, CHEQUE, DEBIT)	DATE RECEIVED:	RECEIVED BY:

<input type="checkbox"/>	PERMIT APPROVED PERMIT NUMBER: _____	APPROVED BY (PRINT NAME): SIGNATURE:	DATE:
<input type="checkbox"/>	PERMIT DENIED	DENIED BY (PRINT NAME): SIGNATURE:	DATE:

COMMENTS: