

**GEORGINA**

26557 Civic Centre Rd.  
Keswick, Ontario L4P 3G1  
905-476-4301  
Email:  
gmcilwee@Georgina.ca

# ROAD OCCUPANCY PERMIT APPLICATION FORM

## Appendix A

*Town Use Only***PERMIT NUMBER:**

Application Date:			Ontario One Call Ticket #:		
<b>APPLICANT INFORMATION (CONTRACTOR)</b>			<b>OWNER INFORMATION</b>		
Applicant Name/Contractor:			Utility/Property Owner Name:		
Mailing Address:			Mailing Address:		
Email:			Email:		
Office Phone:			Office Phone:		
Cell Phone:			Cell Phone:		
<b>ACTIVITY INFORMATION</b>					
Activity Type:					
Utility Install		Geotechnical		Forestry Works	
Utility Repair		Survey/Inspection		Material Storage	
				Encroachment	
Town Property Impacted:			Nature of Excavation:		
Roadway      Curb      Sidewalk			Hand Dig      Machine Dig      Hydrovac      Trenching      Bore		
Boulevard/Ditch      Entrance      N/A			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?	
				YES      NO	
				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:

Traffic Management:

Intermittent Road Closure  
Full Road Closure

Boulevard/Shoulder  
Single Lane Closure

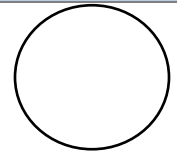
Multiple Lane Closure  
Intersection Impact

Sidewalk Use  
Lane Use

Traffic Plan: OTM Book 7 Figure ID: \_\_\_\_\_ Custom Plan (to be submitted for review)

Proposed Detour Route:

## ACTIVITY LOCATION DRAWING



NORTH DIRECTION  
INDICATION

## ATTACHMENTS

Insurance Certificate

Custom Traffic Plan

Additional  
Details/Drawings

WSIB

## CONDITIONS

**Traffic Control: Traffic Signing will be in accordance with Book 7 of the Ontario Traffic Manual. 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** 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. **Warranty Period** - The Applicant is responsible for all costs relating to any restoration requirements resulting from the permitted work for a period of two years from the date of completion (the "Warranty Period").

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**

*Signature*

*Date*

**RIGHT OF WAY APPLICATION PERMIT  
DEPARTMENTAL CHECKLIST**

**(OFFICE USE ONLY)**

<input type="checkbox"/>	<b>TRAFFIC CONTROL PLAN</b>	DATE RECEIVED:	RECEIVED BY:
<input type="checkbox"/>	<b>CERTIFICATE OF INSURANCE</b>	DATE RECEIVED:	RECEIVED BY:
<input type="checkbox"/>	<b>WSIB</b>	DATE RECEIVED:	RECEIVED BY:
<input type="checkbox"/>	<b>PERMIT FEE \$ 100.00</b>	DATE RECEIVED:	RECEIVED BY:

**TOWN REPRESENTATIVE APPROVAL:**

**DATE OF APPROVAL:**

**Comments:**