



ROAD OCCUPANCY PERMIT APPLICATION

TOWN OF RICHMOND HILL, MAINTENANCE & OPERATIONS CENTRE
 P.O. Box 300, 1200 ELGIN MILLS ROAD EAST
 RICHMOND HILL, ONTARIO, L4C 4Y5
 PHONE No.: (905) 884-8013
 FAX No.: (905) 884-0395

PERMIT NUMBER

(PLEASE PRINT AND COMPLETE SECTIONS ONE, TWO AND THREE - SIGN AND DATE APPLICANT AGREEMENT)

SECTION ONE – APPLICANT INFORMATION	SECTION TWO – ADDITIONAL INFORMATION																
OWNER OF PROJECT APPLICANT'S NAME: APPLICANT'S ADDRESS: TELEPHONE NO.: RETURN FAX NUMBER: EMAIL ADDRESS: WORK LOCATION: <i>Provide address or Street (From-To Description)</i> Street Address: Street From nearest intersection To nearest intersection PROPOSED WORK SCHEDULE: <i>(example date format: 01-Jan-2007)</i> Date of Application: Start Date: Completion Date:	TOWN SEWER/WATER LOCATES REQUIRED? YES NO TRAFFIC SIGNAL LOCATES REQUIRED? YES NO TYPE OF WORK: GENERAL DESCRIPTION OF WORK: UTILITY PERMIT TYPE: <i>(TELECOM, GAS, HYDRO, AND CATV COMPANIES ONLY)</i> Short - total conduit < 10.0m Long - total conduit > 10.0m Emergency APPLICANTS MUNICIPAL CONSENT FILE NUMBER (IF LONG ROUTE) SUBDIVISION/SITE PLANFILE NUMBER <i>(Water & Sewer Permit Applications Only)</i> SITE PLAN FILE NUMBER: SUBDIVISION 19T NUMBER: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Blvd or ditch cut</th> <th style="width: 25%;">Shoulder cut</th> <th style="width: 25%;">Sidewalk cut</th> <th style="width: 25%;">Pavement cut</th> </tr> <tr> <th>Cut Location</th> <th>Length (m)</th> <th>Width (m)</th> <th>Area (sq.m.)</th> </tr> </thead> <tbody> <tr> <td>Pavement</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sidewalk</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Will two-way traffic be maintained? YES NO Will pedestrian traffic be inconvenienced? YES NO	Blvd or ditch cut	Shoulder cut	Sidewalk cut	Pavement cut	Cut Location	Length (m)	Width (m)	Area (sq.m.)	Pavement				Sidewalk			
Blvd or ditch cut	Shoulder cut	Sidewalk cut	Pavement cut														
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Pavement																	
Sidewalk																	

SECTION THREE – DRAWING
Drawings: For Emergency and Short Route work complete the diagram. Show street names, north arrow, house / building numbers, curb lines, sidewalks, property lines, etc. For all other work refer to and/or submit Town approved application drawings. <i>(NOTE:IF SUBMITTING PERMIT APPLICATION BY E-MAIL, THE DRAWING MAY BE SUBMITTED AS AN ATTACHMENT TO THE E-MAIL IN PDF, TIFF OR JPG FORMAT)</i>

APPLICANT AGREEMENT
The applicant covenants and agrees to indemnify and hold harmless the Town of Richmond Hill from any claim for injury or damage including lien claims arising from the construction, operation and/or maintenance of the work referred to in this application, except for claims arising from the direct negligence of the Municipality, its licensees, servants, agents or contractors. Provisions of this section to continue after the expiry of this permit. The applicant agrees to all terms and conditions set out on page two of this Road Occupancy Permit and accepts including responsibility for all costs incurred for permanent repairs carried out by the Town of Richmond Hill.
_____ Applicant or representative Signature and Date (see conditions on next page)

TOWN OF RICHMOND HILL APPROVAL - Approval subject to the following special conditions	
DATE APPROVED	APPROVED BY:
	Town's Representative



1. NOTIFICATION

The application shall provide written notice to the following parties at least 48 hours prior to the commencement of work. *Town of Richmond Hill: all Owners of plant in the road allowance, adjacent property Owners and businesses and, all transit authorities and emergency services if a road or lane closure is permitted.* The written notice shall include a contact name and phone number, anticipated duration of the project and when clean up and restoration will be completed. All road or lane closures shall be conspicuously posted five (5) working days in advance of the commencement of work stating the date and duration of closure.

2. STAKEOUTS AND PROTECTION OF PLANT

The Applicant shall, prior to the commencement of any work, obtain stakeouts from all Owners of underground plant and shall comply with any instructions from the plant Owners when working in proximity to their plant. All existing plant must be protected, supported, backfilled and compacted to the satisfaction of the plant owner.

3. INDEMNITY & INSURANCE

The Applicant and its Contractor shall indemnify and hold harmless the Town of Richmond Hill against any and all liability for property damages or injury to persons 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 of Richmond Hill 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 Town of Richmond Hill, on the road allowance.

The Applicant and its Contractor shall maintain, in effect, Commercial General Liability insurance of not less than \$5,000,000 per occurrence and Automobile Liability Insurance of not less than \$2,000,000 for all owned and leased vehicles, naming the Town of Richmond Hill as additional insured and in a policy form acceptable to the Town of Richmond Hill.

Prior to issuing any Road Occupancy Permit the Applicant must submit to the Town of Richmond Hill a completed Standard Town Certificate of Insurance Form evidencing the required coverage with the minimum limits of liability noted above.

4. VALIDITY AND DURATION OF PERMIT

This permit is not valid unless signed by the Town of Richmond Hill and all approvals required under Local, Provincial or Federal legislation have been obtained by the Applicant. The Permit is valid for 6 months from the date of approval and is subject to cancellation at any time without notice. If the work has not commenced within six months of the issuance of the Permit, the applicant shall apply for an extension of the Permit.

5. ONTARIO MINISTRY OF LABOUR

The Applicant shall file a "Notice of Project" with the Ontario Ministry of Labour prior to commencing any work on the road allowance for works exceeding \$50,000. A copy of the notice shall be submitted to the Town of Richmond Hill Manager.

6. OCCUPATIONAL HEALTH AND SAFETY

All works shall be carried out in conformity with the Occupational Health & Safety Act.

7. TREE PROTECTION

All trees in the working area shall be protected in accordance with the requirements of the Urban Forestry Section. It is the applicant's responsibility to conduct appropriate liaison with interested persons regarding tree preservation, removal and replacement. Municipal Code 821 dictates requirements. Call (905) 884-8013 extension 4405.

8. TRAFFIC PROTECTION

Vehicular / Pedestrian Signage - Detour signage, delineators and flagpersons to guide vehicular traffic around the work site will be supplied, erected and maintained by the applicant throughout the term, and until completion of the work, and in accordance with the current Ontario Traffic Manual (Books 5, 6 or 7)

9. COPY OF PERMIT TO BE POSTED ON SITE

A copy of this Permit, the Conditions of approval and stakeout information shall be on site at all times.

10. TESTING / INSPECTION OF WORK

The Applicant is responsible for the completion of all testing of materials as required to demonstrate compliance with the Road Authorities restoration requirements. The Applicant shall confirm the testing and inspection requirements for the project with the Town of Richmond Hill Manager prior to commencing any work.

11. FIELD CHANGES

All field changes shall be reviewed and approved by the Town of Richmond Hill and the other owners of affected plant prior to commencing the change. Field changes shall be identified on the as-built drawings.

12. TIME EXTENSIONS

When a time extension is required the Applicant shall apply for such extension at least 24 hours in advance of the stated date of completion on the Permit. The Town of Richmond Hill Manager must authorize time extensions before taking effect and failure to comply will render this Permit void.

13. RESTORATION REQUIREMENTS

Restoration of the working area shall be completed in accordance with the procedures and standard specifications of the Town of Richmond Hill. The Applicant shall familiarize themselves with the procedures and standard restoration specifications of the Town of Richmond Hill. Final restoration must be completed within 1 week of completion of construction.

14. WARRANTY PERIOD

The Applicant is responsible for all costs relating to any restoration requirements resulting from the permitted work for a period of 3 years from the Date of Completion.

15. TOWN OF RICHMOND HILL RIGHT TO COMPLETE REMEDIAL WORKS

The Applicant agrees that the Town of Richmond Hill has the right to perform any necessary remedial work during construction or the Warranty Period caused by the Applicant's operation, subject to the following conditions:

15.1 The Town of Richmond Hill will give the Applicant not less than 24 hours notice of any remedial work required, unless conditions call for immediate attention;

15.2 If at the expiration of the time allowed the Applicant or its Contractor has not commenced remedial work to the satisfaction of the Town of Richmond Hill, the Town may undertake to have the remedial work completed by whatever means he deems necessary; and

15.3 The Applicant agrees to reimburse the Town of Richmond Hill for all costs involved plus a 20% administration fee.