

Permit Number: (Office use only)	Date of Application: (MM/DD/YYYY)
Expected Start Date: (MM/DD/YYYY)	Expected Completion Date: (MM/DD/YYYY)
Applicant Name:	Applicant Phone:
Applicant Email:	
Contact for Project:	Contact Phone:
Contact Email:	
Project Address:	
Detailed Description of Work: (type of work, location of work with regards to roadway and extent of work limits) A drawing/sketch that clearly identifies the work being undertaken is required for ALL applications	
Is the Right of Way for the purpose of creating, widening or altering a driveway?	
If YES – does it meet the requirements are per the Driveway Guidelines & Zoning By-Law 50-88?	
Proof of Insurance Submitted: Excavation Required: \$5,000,000 No Excavation Required - \$2,000,000	
Excavation Deposit Required: Up to & including 2m deep: \$1,000 Over 2m up to & including 4m deep: \$5,000 Over 4m up to & including 6m deep: \$10,000 Over 6m deep: \$15,000 All excavation deposits will be kept for one (1) year after completion of the works and will be returned upon satisfactory inspection of the works. The repair of excavations is required in a timely manner (5 working days) from the time of notification by the City. Failure to comply will result in forfeiture of the deposit.	
Traffic Control Plan/Public Way Protection Plan: The Applicant must submit a Traffic Control Plan with the permit application if any temporary lane closure is required and a Public Way Protection Plan if any sidewalk closure is required. Site Alteration Permit: Traffic Control Plan: Public Way Protection Plan:	
Other Permits Required: Hydrant Connection: Watermain Tap: Tree Permit: Municipal Consent:	
Additional City Requirements: Contractor must provide traffic control as per Ontario Traffic Manual Book 7 and rehabilitate the entire Right of Way to the City's satisfaction. Restoration must be completed immediately following utility work.	

GENERAL TERMS AND CONDITIONS

Purpose: A road occupancy permit allows the Applicant to occupy the City Road allowance, including the portion from the road shoulder to the private property line, to complete the work requested on the application. The permit must be posted on site at all times and be available for review by the City.

Lead Time: Applications should be submitted at least 2 weeks prior to the required date.

Utility Locates: All utility locates are the responsibility of the Applicant.

Traffic Control Plan/ Public Way Protection Plan: All barricades, signs and signals required to direct, or guide the motorist and / or pedestrian shall be erected and maintained by the Applicant in accordance with the "Ontario Traffic Manual, Book 7 - Temporary Conditions". A covered way shall be constructed in accordance to Ont Reg 213/91 if any sidewalk is closed. All detour signing and materials, when required shall be supplied, erected and maintained by the Applicant at their own expense.

Contacts: A 24-hour contact list must be submitted with the application. This will ensure that the appropriate people are contacted. If contacts are not submitted and the City is required to arrange for repairs, all costs incurred will be invoiced to the Applicant.

Effective Dates: Effective dates requested on the application will be on the permit. This office must be notified if the job is delayed or an extension is required. A new permit and fee will be required.

Final Inspection: A final inspection is required prior to the release of a security deposit and is a condition of the permit when excavation is performed. If the restoration work has not been completed to satisfaction of the City under the conditions of the application, the City may elect to finish or restore the work with the Applicant's deposit without any prior notice.

Lane/Road Closures or Restrictions: Lane Closures or Restrictions may be permitted between the effective times on the permit, usually between rush hours (9:30am to 3:30pm). Road Closures are not permitted at any time without written consent. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.

Revocation of Permit: Permits may be revoked without compensation or notice if the work/event does not conform to requirements of any governmental authority having jurisdiction over the area where the work is taking place.

Standards: All works shall be carried out in adherence to the City of St. Thomas Standard Contract Documents and Design Guidelines Manual. The Applicant is responsible for the temporary and permanent restoration of all pavement, sidewalk, boulevards or curb and gutter to its original condition.

Regulations: All work shall be carried out in accordance with the Occupational Health and Safety Act and Regulation for Construction Projects in Ontario - Public Right of Way Protection, Reg. 213/01. The City right of way must remain safe at all times.

PERMIT APPROVALS

Applicant Signature:

Date:

City of St. Thomas Approval:

Date:

Manager of Development and Compliance (or Delegate)