

RIGHT OF WAY PERMIT APPLICATION GUIDELINES

WHEN do you need a Right of Way Permit? – If digging in the City’s Right of Way, (includes putting in or changing driveways) working on or near sidewalks etc. you are required to apply for and obtain a Right of Way permit.

WHAT is required to apply? You must complete the application form on the City’s website or obtain a copy from Environmental Services Department. With the application, you must submit a drawing showing the location of the work site, and what work is being done. You will also be required to supply an insurance certificate with the City of St. Thomas named as an additional insured. A traffic control plan is also required with your permit when the work is on or near a City road or sidewalk.

FEE: \$50 plus tax for a total of \$56.50 (not applicable to utility companies)

When completing the application some of the additional items that would help us understand the extent of the work would be:

1. A complete application form with all relevant information including a clear description of the work being done and, if required, the details regarding traffic control.
2. Detailed description of the area of work (i.e. boulevard, driveway, roadway). For example, “Gas Leak repairs in the boulevard of the Street”.
3. Restoration details. If the work is in the boulevard, state “Restore boulevard with minimum 100mm topsoil and sod at a later date”. If you are unsure of the restoration details, please contact the City and they will provide input.
4. Identify in the permit which traffic control setup is being used. This can go in the “description of work” on the permit.
5. Clear, concise, detailed drawing marking where digging is taking place, depth and width of hole(s), location of other utilities, locations of road, driveways, trees, sidewalk, etc. The more information provided helps City staff understand what work is being carried out on our right-of-ways.
6. Any excavating work done under the canopy of a tree on the City’s Right-of-way (ROW) or on the private side of the property line, will require a permit application submitted to Parks & Recreation to injure or remove/destroy a tree. Contact for Parks & Recreation is Julie Tucker at jtucker@stthomas.ca



**RIGHT OF WAY OCCUPANCY PERMIT
CORPORATION OF THE CITY OF ST. THOMAS
ENVIRONMENTAL SERVICES DEPARTMENT
Phone: (519) 631-1680 Fax: (519) 631-2130**

Permit Number: _____

Expected Start Date: _____
Date (mm/dd/yy)

Expected Completion Date: _____
Date (mm/dd/yy)

Applicant Name:	Date of Application:
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Applicant Address:

Applicant Telephone Number:

Applicant Fax Number:

Contact for Project:	Telephone Number:		Fax Number:	
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Project Address:

Description of Project: (Type of work, location of work with regard to roadway and extent of work limits)

A drawing/sketch that clearly identifies the works being undertaken is required for ALL applications.

Proof of Insurance Submitted: \$5,000,000 - Excavation Required
 (City to be named as additional insured) \$2,000,000 - No Excavation Required

Permit Fee Requirements: Cash Certified Cheque
 \$50 plus HST (\$56.50) Interac

NOTE: Permit Fee is waived for Utility Companies exempt per legislation.

Excavation Deposit Required:	Up to & including 2 m deep	\$1,000	<input type="checkbox"/>
	Over 2 m to & including 4 m deep	\$5,000	<input type="checkbox"/>
	Over 4 m to & including 6 m deep	\$10,000	<input type="checkbox"/>
	Over 6 m deep	\$15,000	<input type="checkbox"/>

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 Traffic Control Plan Public Way Protection Plan

Other Permits Required:	Hydrant Connection	<input type="checkbox"/>	Watermain Tap	<input type="checkbox"/>
	Tree Permit	<input type="checkbox"/>	Driveway Permit	<input type="checkbox"/>

Additional City Requirements: Contractor must provide traffic control as per Ontario Traffic Manual Book 7 and rehabilitate entire right of way to City 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 should be notified if the job is delayed or an extension is required.

Final Inspections

A final inspection is required prior to the release of a security deposit, and if required, is usually a condition of the permit. Please contact the Public Works Customer Service staff (519-631-0368) to arrange for a final inspection. If the 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 Engineering Design and Construction Standards. 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

In consideration of this permit being granted to me, I do hereby undertake and agree with the Corporation of the City of St. Thomas, to indemnify and save harmless the said Corporation of the City of St. Thomas and/or any of its officers or servants from any and all damages, costs, charges and/or expenses that they may be put to or may incur in defending themselves against any claim for damages, or may pay by way of settlement of any such claims in case damages are sustained by reason of any work or operation done under the authority of this permit or otherwise connected therewith.

Applicant Signature:

Date (mm/dd/yy)

City of St. Thomas Approval:

Manager of Development and Compliance

Date (mm/dd/yy)

Final Inspection Approval:

Roads Foreman

Date (mm/dd/yy)