



Roadway Occupation Permit Application

Permit Number.

Section 1 Applicant Information

Applicant Name		Contact Name
Street Address		
City/Town	Province	Postal Code
Phone No.	E-mail Address	

Section 2 Owner Information (If same as above, go to Section 3)

Name		Phone No.
Street Address		
City/Town	Province	Postal Code

SECTION 3 Project Information

Application Date	Work Start Date	Work End Date		
Type of Work				
Location of Work		Road Section No.		
Where pavement is crossed, it will be	Augered	Bored/Jacked	Open Cut	Other
Traffic Restrictions	None	Partial Closure*	Full Closure*	
Are other approvals required?	Yes	No	If yes, who	

Please attach a sketch and photo showing the location of the proposed work.

***Please attach a Traffic Control Plan in compliance with the Ontario Traffic Manual, Book 7 Temporary Condition.**

Please attach a copy of Public Liability Insurance (minimum \$5,000,000) with the Corporation of the Town of Gravenhurst listed as an additional insured.

Section 4- Approvals

It is understood that all works will be constructed and/or altered at the expense of the applicant. That work must not commence before a permit has been issued by the Corporation of the Town of Gravenhurst and that the issue of a permit by the Corporation of the Town of Gravenhurst does not relieve the applicant of the responsibility of complying with the relevant Municipal By-Laws.

SECTION 5 SIGNATURE OF APPLICANT

Signature	Date
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To be completed by Public Works Staff

Section 6 Requirements

On the basis of this application and all pertinent schedules and by-laws and notwithstanding any other liability, approval, regulation, by-law or provincial statute, the applicant is herewith approved to proceed with the road occupation as requested. Restoration shall be in accordance with a Class Procedure.

Staff Comments:

Restore areas disturbed by the construction to equal or better than existing condition promptly and to the satisfaction of the Director of Public Works or designate.

Section 7 Fees

Fee	No Charge	Paid	Cash	Cheque	Debit	Date
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Section 8 Town Approval

Signature	Position	Date
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Section 9 Final Inspection

Signature	Position	Date
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Photo of restored area is attached.

Section 10 Comments

Completed application form and required documents are to be submitted 7 days prior to project starting to:

Public Works Department
Town of Gravenhurst
3-5 Pineridge Gate,
Gravenhurst, ON P1P 1Z9

Telephone: (705) 687-3412 ext 2248
Fax: (705) 687-7016
Email: INF-Permits@gravenhurst.ca

Corporation of the Town of Gravenhurst

Roadway Occupation Permit Conditions

This Permit shall be subject to the following conditions and any supplementary conditions established by the Town of Gravenhurst at any time of permit issue.

1. This permit is subject to all municipal by-laws.
2. Work on the construction or alteration of a roadway occupation must not be started before an approved Roadway Occupation Permit has been issued by the Town.
3. All work related to a roadway occupation shall be performed in accordance with the approved plans and specifications and subject to the approval of the Town. The Owner must bear all expense related thereto.
4. Trees, shrubs, etc. on the right-of-way of a highway must not be cut or trimmed without the written permission of the Town and such cutting or trimming may only be done under the direct supervision of the Town or its duly authorized agent. Where it is necessary to cut or trim trees on the property adjacent to a highway, the Applicant must make the necessary arrangements with the property owner(s) and bear all expenses in connection therewith, including damages occasioned as a result of such cutting or trimming.
5. The Applicant is responsible for the implementing construction, marking and maintenance of the detours required and for the maintaining safety measures for the protection of the public during the construction of any works in respect to a roadway occupation.
6. The holder of the permit must notify the Town 48 hours prior to commencement of the authorized works.
7. The design and specifications of a roadway occupation must not be changed without the written approval of the Town. If the Owner of a roadway occupation desires to change the design of a roadway occupation, an application to do so must be submitted to the Town for approval.
8. The Owner of a roadway occupation shall maintain works of the roadway occupation in accordance with the requirements of the Town.
9. The Applicant shall at his own expense and at any time on the receipt of thirty (30) days written notice, suspend operations, remove, alter, or relocate any or all of the works of a roadway occupation as may be required by the Town, or the Town may on thirty (30) days written notice to the Applicant, remove the works.
10. The permit must not be assigned or transferred from one owner to another. If a roadway occupation changes hands, the new owner must apply for a new roadway occupation permit. Each new permit is subject to the conditions applying at time of new permit issue.
11. A Roadway Occupation Permit may be cancelled at any time for a breach of regulations or conditions of the permit or for such other reasons as the Town in its discretion deems proper.
12. If during the term of this Permit any Acts are passed or Regulations adopted which affect the rights and privileges herein granted, the said Acts and Regulations shall be applicable to this permit from the date on which they come into force.
13. In consideration of any permit issued in respect to this application the Applicant and all successors and assigns hereby agree to observe, keep, and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Town of Gravenhurst from and against all loss, cost, charges, damages, expenses, claims and demands whatsoever to which the Town of Gravenhurst may be put or which it may suffer or sustain or for which it may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
14. Please attach a Traffic Control Plan in compliance with the Ontario Traffic Manual, Book 7 Temporary Condition.
15. A copy of Public Liability Insurance (minimum \$5,000,000) with the Corporation of the Town of Gravenhurst listed as an additional insured shall be provided.
16. A final inspection shall be called for when the project is complete.