



# Road Occupancy Permit Application Form

(Please Print)

Application Date:		Permit Number:	
<b>APPLICANT INFORMATION</b>			
Applicant Name:		Phone Number:	
Mailing Address:		Billing Address (if different than Mailing Address):	
<b>24 HOUR CONTACT INFORMATION</b>			
<b>Contact 1</b>		<b>Contact 2</b>	
Name:		Name:	
Phone Number:		Phone Number:	
Email:		Email:	
<b>ACTIVITY INFORMATION</b>			
Start Date of Occupancy:		End Date of Occupancy:	
<b>Occupancy Type (check all that apply)</b>			
Utility Install/Repair:	Construction:	Geotechnical/Survey:	
Site Servicing:	Bins:	Scaffolding/Hoarding:	
Other (Explain):			
<b>Occupancy Details</b>			
<b>Traffic Restrictions</b>			
As Required:		Lane:	Shoulder:
Inclusive:		Full:	Direction:
<b>PROPOSED OCCUPANCY LOCATION</b>			
	<b>Road Name</b>		<b>Road Name</b>
<hr style="width: 20%; margin: 0 auto;"/> <b>Road Name</b>			
<b>CUT LOCATION (if applicable)</b>			
	<b>Length</b>	<b>Width</b>	<b>Depth</b>
Road			
Shld/Blvd			
Sidewalk			



# Road Occupancy Permit Application Form

<b>AGREEMENT</b>	
I, the undersigned, have read and understand the information provided, and agree to abide by all permit conditions stipulated in this application.	
_____ Signature of Applicant	_____ Date Signed

<b>CONDITIONS</b>	
I/We hereby make application to The Municipality of Callander to occupy the Municipal Right-of-Way for the purpose described and agree to abide by the Terms and Conditions established. I/We agree to assume all liability and/or cost incurred by The Municipality of Callander as a result of road occupancy to maintain the work area and to indemnify and hold harmless The Municipality of Callander until completion and approval.	
_____ Signature of Applicant	_____ Date Signed

<b>ROAD OCCUPANCY PERMIT APPLICATION CHECKLIST</b>	
Prior to application submission, please ensure the following attachments are included:	
OTM Book 7 Approved Traffic Control Plan	
Certificate of Liability Insurance and WSIB	

<b>FOR OFFICE USE ONLY</b>			
Fee	\$150 _____	\$300 _____	Deposit: \$ _____
A signature by the Manager of Operations or his designate below indicates the permit application has been accepted, and this document will act as the permit. This document or a copy of the original, is to be kept on site and available for reference at all times.			
Notes:			
_____ Signature			_____ Date Signed

# Road Occupancy Permit



## General Terms and Conditions

1. Occupancy of the Municipality of Callander right-of-way or property is only permissible with an approved Road Occupancy Permit.
2. The site must be left in the same or better condition at time of permit issue. All damage to Callander property shall be made good or paid for.
3. The applicant is liable for any damages or injuries which may arise through the execution of the work for which this permit is issued.
4. The applicant when requested shall provide proof of \$2,000,000 public liability insurance naming The Corporation of the Municipality of Callander as an added insured party.
5. The applicant to whom the permit has been issued shall ensure that access for emergency vehicles to all public and private properties is available at any and all times.
6. All work shall conform to the sketch and attached drawings submitted in the initial application. Any revisions to the sketch or drawings must be submitted for review and subsequent approval at least 5 business days before the occupancy commences.
7. The approved permit must always be on-site for the duration of the occupancy, and available to be referenced by The Municipality of Callander staff.
8. The applicant agrees to implement and maintain a safe working environment in accordance with the regulations of the Occupational Health and Safety Act.
9. Security deposits may apply and will be assessed on a permit by permit basis, by the Manager of Operations.
10. The fee is \$150 for each Road Occupancy Permit. A \$300 fee will be charged if asphalt is to be cut per occurrence.

## Construction Specific Conditions

1. The applicant is required to obtain all locate stakeouts pertaining to the construction within the municipal right-of-way or municipal property prior to work commencement.
2. Pedestrian traffic must be controlled on the pedestrian right-of-way when it is necessary to cross the right-of-way.
3. Any hoses, cords or pipes that cross a sidewalk must be ramped and outfitted with the necessary signage.
4. Vehicles should be parked a minimum of 3 meters away from any fire hydrant, and a minimum of 6 meters from any crosswalk, bus stop or controlled intersection.
5. All signing/delineation must conform with the Ministry of Transportations' Book 7 Signing Requirements for Temporary Conditions at the applicant's cost.
6. The occupancy of the roadway is only permitted on the condition that the requirements of the Municipality of Callander by-laws are complied with. All works must be in accordance with and subject to the approval and satisfaction of the Manager of Operations.
7. No residential or business driveways shall be closed without the written approval of the Manager of Operations.
8. If a traffic management plan is needed, it shall be provided to the Callander Operations Department for approval and no work shall commence without the approved traffic management plan.
9. The permit holder is required to hand deliver notices to all properties within the construction limits in advance of all scheduled work advising them of the project and providing contact information should any questions or issues arise.
10. The permit holder is required to take pre-construction photos of the entire area covered by the project limits. These must be submitted prior to occupancy commencement in the event that disputes arise regarding responsibility for damages.
11. All excess material must be removed from the site at the expense of the contractor.
12. All work shall be guaranteed for one full year after final inspection, or substantiated completion.
13. The applicant accepts the Municipality of Callander's right to perform any necessary corrective work resulting from the applicant's operations, subject to the following conditions;
  - a. The Manager of Operations or his designate will give the contractor 48 hours' notice to rectify any remedial work required unless conditions warrant immediate attention.
  - b. If the contractor fails to rectify the work requested by the Manager of Operations within the allotted time, the Manager of Operations shall undertake the remedial work completed by forces at their discretion.
  - c. The Municipality of Callander will be reimbursed for all costs associated with the above by the applicant.

By signing below, the applicant agrees to comply with the terms and conditions listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date