



**TEMPORARY ROAD / LANE / SIDEWALK OCCUPANCY
APPLICATION AND PERMIT FORM**
(CONSTRUCTION, EMERGENCY PURPOSES, BUILDING
RENOVATION AND EQUIPMENT INSTALLATION)

APPLICATION IS HEREBY MADE FOR A TEMPORARY OCCUPANCY AS INDICATED BELOW:

APPLICANT INFORMATION:	COMPANY/AGENCY	
	CONTACT PERSON	
	ADDRESS	
	PHONE NO.	CELL NO.
	EMAIL:	FAX NO.
GENERAL LOCATION OF WORK	Note: Diagram Required	
DATE AND TIME OF OCCUPANCY:	Start Date: _____	End Date: _____
	Start Time: _____	End Time: _____
	Note: Minimum 10 working days' notice is required.	
OCCUPANCY LOCATIONS:	<u>Check one:</u> Roadway Will Be: <input type="checkbox"/> Fully Closed <input type="checkbox"/> Partially Occupied <input type="checkbox"/> Not Affected	
	<u>Check all applicable:</u> <input type="checkbox"/> Sidewalk <input type="checkbox"/> Shoulder <input type="checkbox"/> Boulevard <input type="checkbox"/> On-Street Parking Affected <input type="checkbox"/> Vehicle Travel Lane <input type="checkbox"/> Other (specify): _____	
GENERAL DESCRIPTION OF WORK		

The following documents must be attached and submitted with this application before approval can be provided. Please refer to the attached Checklist for additional information related to these items.

- Certificate of Insurance with Commercial General Liability coverage in the minimum amount of \$2,000,000 per occurrence and naming **"The Corporation of the TOWN OF ST. MARYS"** as an Additional Insured.
- Proof of Non-Owned Automobile Liability Insurance and Owned Automobile Liability Insurance
- Copy of written notification provided to all property owners, residents and businesses within the occupancy limits, and utilities that may be affected.
- Copy of Traffic Control Plan in compliance with the Ontario Traffic Manual, Book 7 Temporary Conditions.

By signing this application, the applicant also hereby agrees that they shall defend, indemnify and save harmless the Town of St. Marys, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action,

losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, fraud or willful misconduct of the Applicant, its directors, officers, employees, agents, contractors and subcontractors, or any of them in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Applicant in accordance with this Agreement, and shall survive this Agreement.

The Applicant agrees to defend, indemnify and save harmless the Town of St. Marys from and against any and all claims of any nature, actions, causes of action, losses, expense, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or relate to the Applicant's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Applicant in accordance with this Agreement, and shall survive this Agreement.

I/we hereby agree to comply with the requirements and responsibilities as detailed on this form and any other condition which may be required by the Director of Public Works, Department of Public Works

Print Name of Applicant	Signature of Applicant	Date

Approved by: _____

Jed Kelly, Director of Public Works

Date

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CHECKLIST AND ADDITIONAL INFORMATION FOR APPLICANTS

RESPONSIBILITIES OF THE APPLICANT:

GENERAL REQUIREMENTS:

- DIAGRAM SHOWING STREET NAMES, NORTH ARROW, HOUSE/BUILDING NUMBER(S), CURB LINES, SIDEWALKS, PROPERTY LINES, ETC. AS RELATE TO THE WORK AREA. THE PLAN IS TO BE SUBMITTED AS AN ATTACHMENT TO THE APPLICATION INCLUDING TRAFFIC AND PARKING CONTROL, IF REQUIRED. IF SUBMITTING ELECTRONICALLY, .jpg OR .pdf FORMATS ARE ACCEPTABLE.

INSURANCE REQUIREMENTS:

- PROVISION OF A CERTIFICATE OF INSURANCE WITH **COMMERCIAL GENERAL LIABILITY COVERAGE IN THE MINIMUM AMOUNT OF \$2,000,000 AND NAMING THE "CORPORATION OF THE TOWN OF ST. MARYS" AS AN ADDITIONAL INSURED. CROSS-LIABILITY AND 30 DAYS WRITTEN NOTICE OF CANCELLATION ARE TO BE SHOWN ON THE CERTIFICATE.** INSURANCE CERTIFICATE MUST ACCOMPANY THIS FORM BEFORE APPROVAL CAN BE PROVIDED.

NOTIFICATION REQUIREMENTS:

- WRITTEN NOTIFICATION PROVIDED TO ALL PROPERTY OWNERS, RESIDENTS AND BUSINESSES WITHIN THE OCCUPANCY LIMITS AND UTILITIES.

TRAFFIC CONTROL REQUIREMENTS

PROVISION, ERECTION AND MAINTENANCE OF TRAFFIC CONTROL SIGNAGE IN CONFORMANCE WITH THE MTO ONTARIO TRAFFIC MANUAL BOOK 7 TEMPORARY CONDITIONS FOR THE DURATION OF THE LANE OCCUPANCY. SEE LINK: <http://www.directtraffic.ca/wp-content/uploads/2014/02/OTM-Book-7-2014.pdf>

- TRAFFIC CONTROL SIGNAGE PLAN FOR THE PROPOSED VEHICLES, OBJECTS, MATERIALS, OR STRUCTURES ON THE TOWN ROAD ALLOWANCE.
- PROVISION OF A POLICE OFFICER TO PROVIDE TRAFFIC CONTROL MAY BE REQUIRED.
- PROVISION OF TRAFFIC CONTROL PERSONS TO ENSURE THE SAFETY OF PEDESTRIANS AND MOTORISTS WITHIN THE AREA OF THE LANE OCCUPANCY.
- ERECTION OF PERIPHERAL DETOUR ROUTE IN ACCORDANCE WITH BOOK 7 OF THE ONTARIO TRAFFIC MANUAL ON THE DATE OF OCCUPANCY. THE COST TO PROVIDE AND INSTALL PERIPHERAL DETOUR ROUTE SIGNAGE WILL BE THE RESPONSIBILITY OF THE APPLICANT.

LOCATES:

FOR UTILITY LOCATES CONTACT ONTARIO ONE CALL: Telephone: 1-800-400-2255
(WATER, WASTEWATER/STORMWATER, FESTIVAL HYDRO, STREETLIGHTS, TRAFFIC, COMMUNICATION CABLES, TELPEPHONE, GAS, CABLE TV)

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RESPONSIBILITIES OF THE TOWN:

GENERAL REQUIREMENTS:

- REVIEW OF THE APPLICATION
- NOTIFICATION TO EMERGENCY SERVICES REGARDING ROAD OCCUPANCY VIA MUNICIPAL 511

SUBMISSION OF DOCUMENTATION:

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY YOUR SUBMISSION FOR THE TEMPORARY OCCUPANCY:

- ✓ COMPLETED AND SIGNED APPLICATION FORM (PAGE 1 ONLY)
- ✓ CERTIFICATE OF INSURANCE (CGL and AUTOMOBILE)
- ✓ SITE DIAGRAM
- ✓ TRAFFIC CONTROL PLAN

METHODS OF SUBMISSION:

- By Email
Email to: mdykstra@town.stmarys.on.ca

or

- In Person
Attention: Morgan Dykstra, Public Works Coordinator
408 James St. S, St. Marys, ON N4X 1B6
Business Hours: Monday to Friday – 8:30 am to 4:30 pm

INQUIRES CAN BE DIRECTED TO:

Morgan Dykstra, Public Works Coordinator
Corporation of the Town of St. Marys
Telephone No. (519) 284-2340 ext. 213
Email: mdykstra@town.stmarys.on.ca