
Job Description

Please select all that apply:

- Utility install Water service install* Sanitary service install Storm service install
- Water service decommissioning** Sanitary service decommissioning**

* Any operational work to be performed on live watermain must be booked at minimum 2 business days in advance to ensure a licensed water operator is available to witness, by requesting it through the assigned inspector or contacting rop@guelph.ca. Timing or availability of a water operator is on a first come first serve basis. The City will confirm the availability once the request has been made.

**Decommission existing water service at main, including cutting and removing curb stop box and rod at property line and removing remaining non-live water service in right-of-way.

**Decommission existing sanitary service, including capping existing service 300mm from the sanitary main and removing and disposal of existing sanitary service in right-of-way.

Removal and Replacement of the following:

- Roadway Sidewalk Boulevard Curb Driveway Other:

Job Description:

- will this work involve the closure of an arterial road? Yes No

If yes, the City of Guelph will provide you with a detour and information signage plan, and require that you install all signs at least two (2) weeks prior to the proposed start date. This permit will not be issued before this condition is met.

- Does this work require installation of a water service greater than 50mm? Yes No

If yes, the City of Guelph will require a proposed Watermain Commissioning Plan, on the City of Guelph Watermain Commissioning Template, for review and approval. Watermain Commissioning Plans not on the City template will be rejected. Initial review and comments on Watermain Commissioning Plans may take up to two full weeks.

- Will the work completed under this permit result in the removal of any pavement markings?
 Yes No

If "yes" the pavement markings must be reinstated as part of the completion of work.

- Does this work require occupying any signed parking spaces or impact any on street parking?
 Yes No

If yes, the City will assess the impact and may require fees to be paid prior to permit issuance.

- Will the work being completed under this permit require either homeowner or contractor vehicles to park on-street? If so, affected vehicles will require parking consideration.
 Yes No

If yes, please contact the Bylaw team as per contact info below, a copy of the approved permit must be emailed.

Parking on the road (City property)

Bylaw Compliance

519-837-2529

bylawdispatch@guelph.ca

Submission Requirements – Incomplete submission packages will be refused.

*Items listed below, that have already been submitted under a City Capital project do not need to be resubmitted.

- This application form (completed and signed)
- Insurance (minimum \$5,000,000, and the policy shall name the Corporation of the City of Guelph as 'additional insured')
- WSIB clearance certificate
- Form 1000
- Proposed Traffic Control Plan (must be compliant with OTM Book 7 for Temporary Conditions; see condition #9 below)
- Proposed Watermain Commissioning Plan, if required as per above
- Permit fee

Acknowledgement and Acceptance

By signing this application, I agree to all the terms contained herein, and have read, understood, and agreed to the terms contained on both sides of the document. I also hereby acknowledge that if I default on any of the conditions of this application, my permit could be revoked and the City may draw upon any deposit provided, as required.

Print name:

Date:

Signature of Applicant:

Approval: (For City Use Only)

Approved by:

Date:

Traffic Control Plan Reviewed

Commissioning Plan Reviewed

Parking Reserved Dates:

Parking Reservation Fee:

Permit Expiry Date:

Permit Fee: \$120

Date Deposited:

Account: 720-0125.9204

Permit Notes:

THIS PERMIT FOR OCCUPATION WITHIN THE PUBLIC ROAD ALLOWANCE IS ISSUED BY THE CITY OF GUELPH AND THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

*In the event the following requirements conflict with a City capital project contract, the capital contract shall take precedence.

1. All requirements of this Permit, or any aspects pertaining to this Permit, shall be to the satisfaction of the City Engineer otherwise the work will not be commenced until all requirements have been met. Permit applications with missing information will be rejected immediately.
2. The Applicant agrees to indemnify and save harmless The Corporation of the City of Guelph, its members of Council, officers and employees from all actions, causes of actions, suits, claims, proceedings, demands, fines, penalties, expenses and costs of any nature and kind, that are incurred by, or made or instituted against, any of them or to which any of them may be liable by reason of the Applicant, its agents or employees doing, failing to do, or doing incorrectly or negligently anything obligation to which the Applicant is subject, or exercising any right to which it is entitled, under the terms of this Permit, including but not limited to bodily injury or death or to damage to or destruction of tangible property resulting from the Applicant's operations, or caused by reason of the existence or location or condition of the construction site, or of any materials, plants or equipment used in connection with the works or other occupation of the City's Right-of-Way.
3. The Applicant shall obtain and maintain in force commercial general liability insurance in the amount of \$5,000,000.00 (five million dollars); the policy shall name The Corporation of the City of Guelph as additional insured with respect to liability arising out of the operations/negligence of the named insured and shall be to the satisfaction of the City. This policy shall remain in place for the duration of the Applicant's occupation of the City's property as authorized by this Permit. The Applicant shall provide an insurance certificate as evidence of such coverage to the City before starting work, to the satisfaction of the City. The policy shall provide that it cannot be cancelled without at least thirty (30) days' notice to the City by registered mail.
4. This Permit does not relieve the Applicant from the responsibility of obtaining all other necessary permits, locates and approvals, as may be required by law.
5. The City has the right to request a minimum of two municipal references, in which work was completed that is related to the proposed work. If satisfactory references cannot be produced then the permit will be denied.
6. The Applicant's start date must allow for the following minimum timelines;
 - a) 5 working days for work not involving traffic impacts
 - b) 10 working days for work involving traffic impacts to a local or collector road
 - c) 20 working days for work involving traffic impacts to an arterial road

*The City strives to have submissions reviewed and comments back in 10 working days from date of complete submission. A change to the starting date for the work may be requested or required by the City if the project timeline overlaps with other projects work areas, or detours, or should the work involved require additional review timelines

7. Permit extensions must be requested a minimum of 24 hours in advance for local roads, and 48 hours for arterial and collectors. An additional \$110.00 fee will be withdrawn for the extension request. Request for extensions will be considered and accommodated to the

extent feasible. The City of Guelph shall not be liable to the Applicant if a request for extension is not requested or granted before the expiration of the original permit.

8. Arterial Roadways with lane restrictions, may be subject to reduced working hours outside of peak traffic demand times.
9. During the performance of work or other occupation of the City's right-of-way, the Applicant agrees to comply with the requirements of the current edition of the "Ontario Traffic Manual" (Book 7) to the satisfaction of the City's Engineering & Transportation Services Department. Streets/lanes should not be reduced or closed to traffic without authorization and reasonable local access routes shall be provided and maintained for all property owners or occupants whose access may be affected by the proposed works. Traffic Control Plan submissions must be representative of Traffic Control Plan examples provided on the Street Occupancy website, <https://guelph.ca/business/licences-and-permits/street-occupancy-permits/>. Inadequate or insufficiently detailed submissions will be rejected immediately.
10. At all times the Applicant shall adhere to the provisions as requested by the City of Guelph for the detour of traffic. The Applicant shall supply all advanced warning signage, traffic control persons, signs, flashers, barricades and other traffic control devices required to close and detour traffic around the working area in accordance with the current edition of the OTM book 7. All traffic control measures and devices are to be erected and maintained at the expense of the Applicant.
11. The Applicant must provide and maintain a reasonably safe alternate route pedestrian traffic, including those with disabilities to the satisfaction of Traffic Investigation staff. The Applicant shall also provide and maintain safe and reasonably convenient local access routes, open and available at all times, for all property owners or occupants whose access will be affected by the proposed works. All driveways must be made accessible between the hours of 7pm and 7am.
12. Quality inspections shall be performed by City Inspectors as required throughout completion of the work. All Work must be completed to the satisfaction of the City Engineer as per the City of Guelph Linear Infrastructure Standards manual, DGSSMS, City of Guelph Development Engineering Manual, the Ontario Provincial Standards and any other applicable standards. Without limiting the generality of section 11, all temporary restorations must be completed in a hard surface, prior to demobilization from the site.
13. The Applicant shall guarantee the workmanship and materials of all the work performed within the limits of the right of way for a period of twelve (12) months.
14. The Applicant agrees that a condition of this permit is that it shall obtain locates prior to digging or excavating. The Applicant shall be responsible for, and The Corporation of the City of Guelph shall not be held responsible for any damage caused because of a failure on the part of the Applicant to obtain adequate locates. The Applicant shall be responsible for all damages to all existing infrastructures when such damages arise out of the work undertaken by the Applicant.
15. The applicant is responsible to ensure that excess soil is managed in accordance with O.Reg. 406/19 and shall provide satisfactory proof of compliance upon request of the City.
16. Mud tracking or dust nuisance shall not be allowed. Any mud accumulation must be cleaned from the road and/or shoulders immediately. If at any point City staff deems that mud tracking or dust nuisance is excessive, an order to suspend work may be issued.

17. A copy of this permit and associated Traffic Control Plan must be kept on the job at all times.
18. Within 30 days following work completion, the Project Completion Return Form shall be completed in full and shall be returned to rop@guelph.ca See appendix A for form