

Street Occupancy Permit For Miscellaneous Works



Permit # **Permit fee: \$100.00**

Applicant Information

Name: _____ Phone: _____
Address: _____ Email: _____

Contractor Information

Organization: _____ Phone: _____
Address: _____ Email: _____
Site Supervisor: _____ Phone: _____

Work to occupy: Roadway Sidewalk Boulevard Shoulder Other:

Proposed Start Date: _____ Duration: _____

Job Site Address: _____

Work Description: _____

Does this work involve a road closure, lane reduction, or turning lane restriction on 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 occupying any signed parking spaces? Yes No

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

Submission Requirements

Incomplete submission packages will be refused

- This application form (completed and signed)
- Insurance Certificate (minimum \$5,000,000 per occurrence, naming the Corporation of the City of Guelph as an 'additional insured' to the satisfaction of the City and as set out on the back page of this application.
- WSIB clearance certificate
- Proposed Traffic Control Plan (must be compliant with OTM Book 7 for Temporary Conditions)
- Damage deposit, as required (refer to the Street Occupancy Permit Information Sheet)
- Permit fee (\$100.00)

By signing this application, I agree to all of 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

Parking Reserved Dates:

Parking Reservation Fee:

Permit Notes:

Permit Expiry Date:

Permit Fee: \$100.00

Date Deposited:

Account: 720-0125.9204

Damage Deposit:

Date Deposited:

Account: 1.0802.SITE

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

1. Prior to the issuance of a Permit, the Applicant shall provide the following to the satisfaction of the City Engineer or his/her designate;
 - a) A valid Certificate of Insurance as set out below in section 3;
 - b) A WSIB clearance certificate, valid for the duration of the occupation of the City's property; and,
 - c) Any other supportive material as requested by the City Engineer.
2. Prior to the start of work in 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.
3. The Applicant shall obtain and maintain in force a certificate of 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 property as authorized by this Permit. The Applicant shall provide an insurance certificate 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. The Applicant agrees to indemnify and save harmless the Corporation of the City of Guelph from all actions, causes of actions, suits, claims, demands and costs whatsoever arising by reason of the Applicant, his agents or employees doing, failing to do, or doing incorrectly or negligently anything the Applicant is required to do under the terms of this Permit and will be responsible for damages, injuries or accidents resulting from any of his 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 as authorized by the issuance of this Permit.
5. 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.
6. 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.

7. A copy of this permit, along with the associated Traffic Control Plan must be kept on the job at all times.
8. The Applicant shall obtain locates prior to digging or excavating. The City of Guelph shall not be held responsible.
9. A condition of this permit is that mud tracking or dust nuisance is not allowed. Any mud accumulation must be cleaned from the City's property immediately. If at any point City staff deems that mud tracking or dust nuisance is excessive, an order to suspend work may be issued, or this permit can be revoked.
10. A damage deposit as assessed by the City's Engineering Services Department will be held for the project duration. The Applicant shall be responsible for all damages to all existing infrastructures when such damages arise out of the work undertaken by the Applicant.
11. Quality inspections shall be performed by City Inspectors as required upon completion of the work, Applicants shall restore all areas affected by the work to the satisfaction of the City Engineer as per the City of Guelph Utility Manual, Ontario Provincial Standards and City of Guelph Specifications;
 - a) Restore all subsurface works including the compaction of approved backfill material; and,
 - b) Restore all areas affected by the work to current City or OPS Standards to the satisfaction of the City Engineer;
12. A Damage Deposit as assessed by the City Engineer will be held for the duration of the occupation of the City Right of Way. The Applicant shall be responsible for all damages to all existing public infrastructure when such damages arise out of the work undertaken by the Applicant. Upon completion of the work, the Applicant shall make a request to the City Engineer for an inspection. If damage is noted during this inspection, the Damage Deposit will be drawn upon to cover the repair costs of such damage. The balance of the Damage Deposit, if any, will be refunded to the Applicant once repairs are completed to the satisfaction of the City Engineer.
13. The Applicant's start date must allow for the following minimum timelines:
 - a) 4 days for work not involving traffic impacts
 - b) 2 weeks for work involving traffic impacts to a local or collector road
 - c) 4 weeks for work involving traffic impacts to an arterial road
14. At all times the Applicant shall adhere to the provisions as set out by the City of Guelph for the detour of traffic. The Applicant shall supply all traffic control persons, signs, flashers, barricades and other traffic control devices required to close and detour traffic around the working area in accordance with current edition of the OTM book 7. All traffic control devices are to be erected and maintained at the expense of the Applicant.
15. Provide and maintain a reasonably safe alternate route for vehicular and pedestrian traffic, including those with disabilities to the satisfaction of Traffic Investigation staff.
16. Provide and maintain reasonable local access routes for all property owners or occupants whose access will be affected by the proposed works.
17. The Applicant shall be responsible for all damages to all existing infrastructures when such damages arise out of the work undertaken by the Applicant.