

Street Occupancy Permit For Utility Works



Permit # U

To Occupy:

Roadway Sidewalk Boulevard Shoulder City Owned Land Other

To Excavate:

Roadway Sidewalk Boulevard Median Driveway Near Trees

Road Cut:

Yes (City approval required) No

Road cut location and reason:

City approval:

Work Done On Behalf Of:

Bell Canada Enbridge Gas Rogers Comm. Alectra Utilities Telus Hydro One

Zayo Group Other:

Job Type: (For City Use Only)

Municipal Consent Repair Service Drop Short Service (Gas) Long Service (Gas)

Other:

Utility Designer:

Utility Job Number:

Job Location:

Work Description:

Work To Be Done By:

Organization (Check if unknown):

Site Supervisor:

Phone:

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:

Submission Requirements – Incomplete packages will be refused

- This application form (completed and signed)
- Proposed Traffic Control Plan (must be compliant with OTM Book 7 for Temporary Conditions)
- Plan showing proposed works (required for Municipal Consent applications)

Approval: (For City Use Only)

Approved by:

Date:

- Traffic Control Plan Reviewed
- Work location approved on City Right-Of-Way only – follow notes on attached drawing and email (if applicable)
- Approval Conditions:
- Notes:

Permit Expiry Date:

This Permit for Construction/Excavation within 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 designate;
 - a) A valid Certificate of Insurance as set out in section 4;
 - b) Costs for parking meter bagging or parking spaces will be as per Council approved, fee schedule and will be added to the final restoration charges; and
 - c) Any other supportive material as requested by the City Engineer;
2. 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.
3. 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.
4. 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 the certificate holder (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.

5. Permits will not necessarily be processed on the same day they are submitted to the Engineering Department. Approximately 14 working days are required by the Engineering Department for verification purposes.
6. This Permit does not relieve the Applicant from the responsibility of obtaining all other necessary permits, approvals, and Plant locations as may be required by law.
7. The Applicant agrees to notify the City's Engineering Department in writing at least two working days prior to commencing works.
8. A copy of this Permit and associated Traffic Control Plan must be available on the job at all times, during actual construction or installation.
9. If works have not commenced within 6 months from the date of issuance of this Permit, this Permit will automatically expire. If and when the works are to proceed, a new application will be required or the permit may be renewed upon written request.
10. 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;
 - b) Restore all areas affected by the work to current City or OPS Standards to the satisfaction of the City Engineer; Unless otherwise specified on the face of this permit, all trenches are to be backfilled with approved Granular 'A' material, placed in 150 mm thick layers and compacted to 100 percent Maximum Dry Density. Under certain circumstances, as determined by the City Engineer, the City may specify an unshrinkable fill material to be used as backfill trench material;
 - c) All trench cuts crossing roads and sidewalks are to be backfilled to 50 mm below final grade. The Applicant shall then complete the temporary restoration consisting of hot mix asphalt. This shall be done on the same day in addition to ensuring all work areas are left in a condition that is flush to surrounding surfaces and is free of tripping hazards. This shall be done before opening the area to traffic or pedestrians.
 - d) The Applicant shall guarantee the workmanship and materials of all the work performed under section 10. a), b), c), and d) within the limits of the highway for a period of twelve (12) months or until the date of final restoration by the City.
 - e) Within 30 days following work completion, the Project Completion Return Form section on the Street Occupancy Permit shall be completed in full and shall be returned to the City Engineer.
 - f) The City Engineer will arrange for the permanent restoration of the asphalt and concrete curbs and sidewalks to be completed within 1 year after receipt of project completion return form. If permanent restoration by City forces is not possible due to winter conditions, the Applicant shall maintain the excavated area until such time as permanent restoration is possible.
 - g) Upon the completion of the permanent restoration works, the City shall invoice the Applicant for actual costs of restoration and the Applicant shall reimburse the City within thirty (30) days of receiving any invoice for payment from the City. If payment is in arrears, deposit shall be drawn upon and future applications will not be considered.
11. 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

12. 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.
13. Provide and maintain a reasonably safe alternate route for vehicular and pedestrian traffic, including those with disabilities to the satisfaction of Traffic Investigation staff.
14. Provide and maintain reasonable local access routes for all property owners or occupants whose access will be affected by the proposed works.
15. In case of emergency work required for public health, safety or welfare reasons, notice shall be given to the City as soon as possible after commencement of the work, namely on the same day, or if too late in the day, then within 4 hours of the opening of the City's offices on the following day which is not a Saturday, Sunday, or holiday. Permit Applications must follow within 5 business days of completion.
16. The Applicant shall be responsible for all damages to all existing infrastructures when such damages arise out of the work undertaken by the Applicant.