



TOWNSHIP OF ALGONQUIN HIGHLANDS
APPLICATION FOR ROAD OCCUPANCY PERMIT

GENERAL CONDITIONS

1. One 2" x 4" wooden stake bearing Applicant's name shall be firmly placed in the area of the proposed road crossing location within 24 hours of this application.
2. Application fees are payable by cash or cheque payable to The Township of Algonquin Highlands and must be included with this application.
3. Permits are only valid for the date, time, location and type of work listed on the agreement and a copy of the approved permit must be available on the job site at the time of construction and/or installation.
4. A COI (Certificate of Insurance) with proof of at least \$2 Million (per occurrence) Commercial General Liability and WSIB certificate must be provided, at time of application, with The Corporation of the Township of Algonquin Highlands named as "Additional Insured". The Applicant/Contractor hereby agrees to indemnify and save harmless the Corporation, its Council and its employees and servants against any claims whatsoever arising out of the said installations of services. (For "Road Cut" installations)
5. All "**Road Cut**" applications are to be accompanied by a payment of \$1000.00 (minimum) subject to the work required as determined by the Operations Manager. \$150.00 from the \$1000.00 (minimum) to be retained by the Municipality to cover administration costs. The balance of the \$1000.00 (minimum) to be retained by the Municipality as a performance security bond, for a maximum period of one year, to cover any costs incurred within that time period for future repairs and until a final inspection has been completed upon which time the unused balance of the performance security bond will be returned to the Applicant/Contractor.
6. All "**Culvert Use Crossing**" applications to be accompanied by a payment of \$150.00 to be retained by the Municipality to cover administration costs.
7. It is the responsibility of the Applicant/Contractor to schedule and obtain any approvals which may be necessary for the above noted work which may include: the Utilities, Ministry of Natural Resources, Local Conservation Authorities, etc. The Township will require the submission of any permits required as a result of the above noted works.
8. The Applicant/Contractor agrees to rehabilitate the area to its original state and to the satisfaction of the Operations Manager or his designate. This would include the replacement of the original surface treatment and replacement/compaction of the backfill material (including a 12" minimum of crushed gravel surface). All contractors shall comply with all requirements of the Health & Safety Act, including but not limited to, wearing safety equipment **AT ALL TIMES** including hard hats, reflective vests, and safety boots while on the Township road allowance. The Applicant/Contractor further agrees to provide and implement a traffic control plan conforming to **Book 7, Ontario Traffic Manual** requirements.
9. The Township does not permit full closure of any Township Road without approval from the Township Operations Manager. If a road closure is granted, the following are also required:
 1. A minimum of 15 days notice.
 2. A detour plan in addition to the original traffic control plan.
 3. Placement of advanced notification signs regarding the closure (i.e. Date and length of closure).
 4. A copy of the notification given to residents and businesses affected by the closure as well as Emergency Services.
10. It is the property owner's responsibility to contact The Public Works Department for final inspection. If no final inspection has been made after a one-year period, the ***Municipality will retain*** the performance security bond. Call Mike Thomas (Operations Manager) at 705-489-2379.
11. Any changes and/or deviations from the approved permit must be approved by the Township Operations Manager prior to such work taking place.

THIS SECTION TO BE COMPLETED BY APPLICANT

PROPERTY OWNERS NAME: _____

ADDRESS: _____ POSTAL CODE: _____

TELEPHONE: _____ CELL: _____

CONTRACTORS NAME: (If applicable) _____

TELEPHONE: _____ FAX: _____

PROPERTY ROLL NUMBER: _____

CIVIC ADDRESS: _____ LOT: _____ CONCESSION: _____

MUNICIPAL ROAD NAME: _____

WORK DESCRIPTION: "ROAD CUT" "CULVERT USE CROSSING"

REASON: _____

DATE: _____ SIGNATURE: _____

Drawing - Indicate North Arrow and Include Separate Drawing if Needed:



PERMIT APPROVAL

To be completed by the Township of Algonquin Highlands before construction.

Received by: _____ Date: _____

Culvert Use Crossing Fee: \$150.00 Cash Cheque Cheque #: _____

Road Cut Fee: \$150.00 Cash Cheque Cheque #: _____

Performance Security Bond: \$ _____ Cash Cheque Cheque #: _____

RECEIPT ISSUED (Date): _____ Mail Hand Delivered

LOCATION INSPECTED BY: _____

DATE: _____ SIGNATURE: _____

PHOTO TAKEN: YES NO GPS LOCATION: _____

REMARKS/INSTRUCTIONS TO APPLICANT: _____

INSTALLATION APPROVAL

**To be completed by the Township of Algonquin Highlands following completion.
(Applicant to arrange for final inspection through Public Works Office)**

APPROVED: YES NO DATE: _____

DEFICIENCIES (IF APPLICABLE): _____

INSPECTED BY: _____ DATE: _____

OPERATIONS MANAGER OR DESIGNATE

Performance Security Bond Refund Amount: \$ _____

Issued by: _____ Date Issued: _____ Mail Hand Delivered

COPY TO: APPLICANT TREASURY DEPARTMENT OPERATIONS MANAGER