



TOWNSHIP OF  
**Adelaide  
Metcalfe**

## WORK PERMIT

PERMIT NUMBER \_\_\_\_\_

### AUTHORIZING WORK AND/OR SERVICES ON TOWNSHIP ROAD ALLOWANCES

<b>NAME OF APPLICANT:</b>		
<b>FULL ADDRESS:</b>		
	Postal Code:	Tel. No.: (    )
<b>LOCATION OF WORK:</b>	<b>ROAD NAME:</b>	
<b>EXACT LOCATION ALONG ROAD OR LIMITS OF WORK:</b>		
<b>REASON FOR PERMIT:</b> (State Type of Work or Service)		
Which side of Road: North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/>	Distance from Road Centre line:	Depth Below Road/Grade:

**NOTE:** A plan/sketch showing the location and extent of the work and/or service **MUST** accompany this application.

<b>DATE OF WORK:</b>	_____	_____
	<b>Proposed Start Date</b>	<b>Estimated Completion Date</b>

**NOTE:** CLOSURE OF ANY DRIVING LANE OR CUTTING OF ANY PAVEMENT IS NOT PERMITTED UNLESS SPECIFICALLY AUTHORIZED IN THE CONDITIONS.

**PERMIT FEE: \$150.00**

**DEPOSIT AMOUNT:** \$\_\_\_\_\_ (Amount to be set by the Township)

Deposit amounts shall be cash or cheque. Amounts greater than \$2,500.00 may be cheque or approved Letter of Credit.

**Please see reverse →**

**GENERAL CONDITIONS:**

1. It is the applicant's responsibility to advise the Township when all work on the road allowance is completed and ready for inspection. Costs for repeated inspections may be deducted from the deposit. The Township reserves the right to retain all or part of the deposit to offset Township costs to restore unsatisfactory work to match original conditions, for any damage claims, or for other Township costs related to work performed under this permit.  
The Township also reserves the right to retain all or part of the deposit for a minimum period of six months after initial acceptance by the Township for potential settlements, ground cover restoration, etc.
2. The applicant is required to protect existing cables, conduits, structures or other appurtenances from damage as result of the work under this permit. Any such damage occurring shall be immediately repaired to the satisfaction of the authority having jurisdiction over the damaged plant.
3. The Township does not guarantee that the location selected for services is not in use by other utilities or services.
4. The applicant agrees that prior to beginning any work on the road allowance, proper signing and barricades shall be provided for traffic control in conformance with the "Traffic Control Manual for Roadway Work Operations" - latest edition.

**We, the undersigned applicants, agree and bind ourselves to indemnify and save harmless the Township of Adelaide Metcalfe from any and all claims arising as result of the work for which this Permit is issued.**

\_\_\_\_\_ **Date of Application**

\_\_\_\_\_ **Signature of Applicant**

Authorization is hereby granted to the applicant and/or his agents to perform the above described work subject to the General Conditions named in the Application and subject to the following additional specific conditions. By beginning the work on the road allowance, the Applicant(s) agree and bind themselves to ALL conditions on this Permit.

**SPECIAL CONDITIONS** (check below):

- Road Crossings are to be **BORED**. Pavement must not be cut. Bore pits to be located outside of the shoulder area a minimum of 3 metres from the edge of pavement. Compaction of backfills shall be 95% Standard Proctor. All disturbed areas must be restored to original conditions including the necessary sodding or seeding. Disturbed sidewalks and curb and gutter shall be replaced.
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*USE SEPARATE SHEET FOR FURTHER CONDITIONS*

**DATE:** \_\_\_\_\_

**Per:** \_\_\_\_\_  
Public Works Manager