



**Notice of Collection of Personal Information**

Personal information on this form is collected under the legal authority of the Municipal Act, 2001, as amended. This information is collected and maintained for the purposes of a Road Closure Permit. Questions about this collection should be directed to the Clerk at 4305 Hamilton Rd, Dorchester ON N0L 1G3, 519-268-7334 or clerk@thamescentre.on.ca

**Road Closure Permit**

Permit #: \_\_\_\_\_

Complete and forward the following application to request authorization to close a road in Thames Centre and send to:  
**tstanton@thamescentre.on.ca**

**Applicant Information**

Applicant Name			
Company Name			
Telephone	Business:		
	Cell:		
Email			

**Reason for Application**

**Location Information:**

Road Name			
Location From:		Location To:	
Description of Work			

**Please Check one of the Following:**

Two Lane Closure       One lane Closure

From Municipal Address: \_\_\_\_\_ to \_\_\_\_\_ (two lane closure requirement)

**Notes:**

1. The requesting party submits a Road Closure Request to **tstanton@thamescentre.on.ca** for review and approval a minimum of 5 (five) working days (excluding holidays) prior to proceeding with any work on the road allowance.
2. It Shall be the Contractors responsibility to notify all the applicable emergency services including schools, buses, Fire, OPP etc. of the road closure taking place. Reach out to the Municipality for contact info.
3. The applicant agrees prior to beginning any work to properly set up signage and safety devices needed to comply with the Ontario Traffic Manual, Book 7. Upon completion of work, all signage and safety devices shall be removed. It is the applicant's responsibility to provide all necessary signage and safety devices.
4. A detailed Traffic Management Plan, including a detour route conforming with the Ontario Traffic Manual, Book 7, to be supplied to the Municipality of Thames Centre with this application.
5. **The Municipality of Thames Centre must approve of the specified contractor assigned to the work.**

**Date & Time of Work:** Start \_\_\_\_\_ Finish \_\_\_\_\_

**Fees:**

1. Permit Fee: **\$321.00**
2. Refundable Deposit: Amount \$ \_\_\_\_\_ (amount to be set by the Municipality of Thames Centre). Minimum deposit amount of \$1500.00



The applicant agrees to the following terms and conditions listed below

Terms and Conditions:

- 1. It is the applicant's responsibility to adhere to the Municipality's Engineering Design Standards.
2. It is the applicant's responsibility to inform Thames Centre when all work is to take place on the road allowance.
3. It is the applicant's responsibility to inform Thames Centre when the work is complete and ready for inspection by our staff.
4. Thame Centre does not guarantee that the location selected for service is not in use by other utilities or services.
5. The applicant agrees prior to beginning any work on the road allowance to properly set up signage and safety devices needed to comply with the Ontario Traffic Manual, Book 7. Upon completion of work, all signage and safety devices shall be removed. It is the applicant's responsibility to provide all necessary signage and safety devices.
6. All road crossings are to be bored. The asphalt road surface is not to be cut. All disturbed areas are to be restored to the original condition including any necessary sod, topsoil, and seeding. Damage to sidewalks, the road surface, curb and gutter and ditches shall be repaired by the applicant. If the applicant fails to restore any such damage to the satisfaction of Thames Centre, Thames Centre shall use the deposit to restore the damages, any further additional costs will be invoiced to the applicant for payment.
7. All material that is backfilled shall be properly compacted to prevent settling. All disturbed areas are to be restored to original conditions.
8. The applicant shall ensure that all utility locates have been obtained. The applicant will be responsible for any utility repairs that are necessary if they are damaged.
9. The applicant shall ensure that all surfaces and subsurface drainage is maintained at all times and any such drainage works that are damaged are to be repaired to the satisfaction of Thames Centre.
10. The applicant agrees to hold Thames Centre harmless for any damage or liability caused by the work.
11. The Applicant shall at its own expense provide, and keep in force throughout the term of this Permit, commercial general liability insurance against claims for personal injury, death, property damage or loss arising out of all the works conducted by the applicant, in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00), including, a minimum of TWO MILLION DOLLARS (\$2,000,000.00) legal liability. Such policy shall be issued by an insurer licensed to transact business in the Province of Ontario and shall include the Municipality as an additional insured, as evidenced by a certificate of insurance which shall be provided to the Municipality.
12. The applicant shall provide to Thames Centre a certified cheque for deposit before the work may commence along with the original signed copy of this permit.
13. The deposit will be held for 60 days after notification from the applicant that the work has been completed. The work will then be inspected by Thames Centre staff who will determine if the work is satisfactorily completed before the deposit is returned.
14. The Municipality of Thames Centre must approve of the specified contractor assigned to the work.

By signing below and beginning the described work on Thames Centres road allowance, the Applicant(s) agree and bind themselves to all the terms and conditions listed above.

Signature of Applicant

Date of Application

Table with 3 rows and 2 columns. Row 1: Approval Signature, Date:; Row 2: Deposit Release Approval, Date:; Row 3: Distribution, Director of Public Works, Transportation Superintendent, Engineering Technologist