



**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 Occupancy 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 Occupancy Permit**

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

Complete the following Road Occupancy Permit application and forward to [tstanton@thamescentre.on.ca](mailto:tstanton@thamescentre.on.ca)

**Applicant Information:**

Applicant Name			
Mailing Address			
	Postal Code:		
Telephone	Home:		
	Business:		
	Cell:		
Email			

**Contractor Information:**

Contractor Name & Telephone Number			
Engineering Consultant			

**Location Information:**

Address / Cross Road Name:				
Location Description				
Side of Road	East <input type="checkbox"/>	North <input type="checkbox"/>	Depth Below Grade:	Distance From Centre Line
	West <input type="checkbox"/>	South <input type="checkbox"/>		
Description of Work				
Estimated Start Date		Estimated Completion Date		

**\* Note: A detailed plan showing extent and location of work must accompany this application\***

**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 payable as certified cheque or bond



**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. The road allowance shall not be closed at any time. If the road is to be restricted to one lane of traffic, the use of properly trained traffic contol persons, minimum of two, shall be used to control the flow of traffic.
7. 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.
8. All material that is backfilled shall be properly compacted to prevent settling. All disturbed areas are to be restored to original conditions.
9. 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.
10. 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.
11. The applicant agrees to hold Thames Centre harmless for any damage or liability caused by the work.
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**

<b>Thames Centre (Office Use Only)</b>		
Approval Signature		Date:
Deposit & Fee Received		Date:
Deposit Released		Date:
Distribution	<b>Director of Public Works, Transportation Superintendent</b>	