



Entrance Permit

AUTHORIZATION # _____

Complete and forward the following application to request authorization to work within Thames Centre's Road allowance and send to: **Roads@thamescentre.on.ca**

Applicant Information

Applicant Name			
Company Name			
Telephone	Business:		
	Cell:		
Email			

Location Information:

Address of Work				
Exact Location Along Road or Limits of Work				
Which Side of Road	North <input type="checkbox"/>	South <input type="checkbox"/>	East <input type="checkbox"/>	West <input type="checkbox"/>
Road Type, Infrastructure Affected	Gravel <input type="checkbox"/>	Chip & Seal <input type="checkbox"/>	Asphalt <input type="checkbox"/>	Curbs <input type="checkbox"/>
		Sidewalk <input type="checkbox"/>	Open Ditch <input type="checkbox"/>	
Type of Entrance	Residential <input type="checkbox"/>	Agricultural <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>
		Institutional <input type="checkbox"/>	Not Applicable <input type="checkbox"/>	

Notes:

1. A detailed plan to be supplied to Municipality showing the extent and location of work **must** accompany this application. Area **must** be marked with grade stakes for staff to inspect in field before permit will be issued
2. It is the workers responsibility to comply with the Ontario Traffic Manual, Book 7
3. Owner is responsible for calling locates before commencing work
4. **The Municipality of Thames Centre must approve of the specified contractor assigned to the work**

Date & Time of Work: Start _____	Finish _____
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Permit Fees (Office Use Only)		
	2022 Tarriff of Fees	Totals (\$)
Permit Fee (Inspection)	\$100.00	
Installation Fee	\$750.00	
Delivery Charge	\$70.00	
Oversize Load Permit	\$100.00	
Pipe Size/ Length		
	Sub-Total	
	Deposit	
	Total Due	



The applicant agrees to the following terms and conditions noted below

1. It is the applicant's responsibility to inform Thames Centre when all work is to take place on the road allowance.
2. It is the applicant's responsibility to inform Thames Centre when the work is complete and ready for inspection by Thames Centre's staff.
3. Thames Centre does not guarantee that the location selected for service is not in use by other utilities or services.
4. The applicant will abide by the Occupational Health and Safety Act as set out in Ontario regulation 213-91 and any amendments thereto.
5. The applicant agrees prior to beginning any work on the road allowance to properly set up signage and safety devices which shall be in conformance 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 and signage 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 control persons, minimum of two, shall be used to control the flow of traffic.
7. All road crossings are to be completed by boring. 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, 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 and any 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 disturbed.
10. The applicant shall ensure that all surface and subsurface drainage is maintained at all times and any damage to drainage works 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 work.
12. The applicant shall provide Thames Centre a security 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 be inspected by Thames Centre's staff who will determine if the work is completed to the satisfaction of the Municipality before the deposit is returned.

Special Conditions:

_____ mm x 1.6mm gage steel pipe (galvanized) must be used. 150mm of Gran-A must be placed under the pipe. Must have 300mm or more of Gran-A where the entrance meets the road. The entrance shall not be higher than the existing road elevation. The new entrance must be finished with 150mm Gran-A on the surface. Each side of the entrance must be top soiled and seeded. 300mm of culvert should not be covered at each end of pipe. The entrance must be compacted. By signing below and beginning the described work on Thames Centre's road allowance, the Applicant(s) agree and bind themselves to **all** the terms and conditions listed above.

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