

## Construction/Excavation or Entrance on Public Highway Permit

Date of Application: \_\_\_\_\_

Construction      Excavation      Entrance Permit File Number: \_\_\_\_\_  
Type of Entrance:    Commercial      Residential      Industrial      Farm      Temporary

Location of Work: \_\_\_\_\_  
Type of Work: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

**Contractor/Applicant's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor's Liability Insurance: \_\_\_\_\_ (For the Town's minimum insurance requirements and conditions please see Section 1.b) of this application.)  
Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**FEES**

Administrative Fee (non-refundable)	
Entrance Permit Residential	\$ 145.25
Entrance Permit Non-Residential	\$ 290.50
Road Cut Permit (Single)	\$ 437.37
Road Cut Permit (Multiple or Long Duration)	\$ 1,379.10
Miscellaneous	\$ _____
Administrative Fee Waived (See By-law 2018-0028)	
Refundable Security	\$ _____ Paid by: _____
<b>Total Amount Payable</b>	<b>\$ _____</b>

**For Construction and Excavation permits, please submit a Certificate of Insurance with this application.**

The applicant agrees to all conditions as shown herein and on the reverse side of this permit and as set out in the Town of Halton Hills By-law Number 92-199 for Construction/Excavation on Public Highways and By-law Number 2018-0028 for Entrances on Public Highways.

\_\_\_\_\_  
Name and Title of Applicant

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

\_\_\_\_\_  
Engineering Staff Approval

\_\_\_\_\_  
Date of Approval

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**For office use only:**

Entrances: \_\_\_\_\_ Posted Speed: \_\_\_\_\_ km/h

Stopping Sight Distance:      Left              Right

Culvert Specification: Length 7.3 metres minimum  
Diameter 450 mm minimum

Curb Cut Length:      Less than 9.14m (30ft) – No driveway widening permitted.  
Equal to 9.14m (30ft) or less than 10.97m (36ft) - Min. 3.5m, Max 4.0 m.  
Equal to 10.97m (36ft) or less than 12.19m (40ft) - Min. 4.0m, Max. 5.5m.  
Equal to 12.19m (40ft) or less than 15.24m (50ft) - Min. 4.0m, Max. 6.0m.

Expiry Date: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

**List of Attachments or Conditions:**

Traffic Protection Plan	By: _____	Date: _____
Insurance Certificate	By: _____	Date: _____
Drawing and/or Sketch	By: _____	Date: _____
Other:		

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Transportation & Public Works at 905-873-2600 ext. 2300.

Public Utility Coordinating Committee (P.U.C.C.) members will be responsible for obtaining the consent of the Town of Halton Hills for the location of the proposed plant, whether or not they engage a private contractor to do the work. They are also required to file with the Town a letter of intent stating that they will have, at all time, adequate insurance coverage. All P.U.C.C. members are required to complete this Permit for all road cuts, but securities and fees are not required if they complete final restoration works.

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This Permit for Construction/Excavation on Public Highway is issued pursuant to Town By-law No. 92-199, as amended, and the Applicant agrees to the following conditions:

1. Prior to the issuance of a Permit, the Applicant shall provide the following to the satisfaction of the Commissioner of Transportation & Public Works:
  - a) A non-refundable administration fee (calculated annually) be used for administration purposes.
  - b) Insurance: The Applicant or their Contractor shall take out and maintain Commercial General Liability insurance for a limit of no less than \$5,000,000 per occurrence and coverage shall include but not be limited to bodily injury, personal injury, property damage, contractual liability, employer's liability, non-owned automobile, and shall contain a cross liability clause. The Town of Halton Hills shall be named as an additional insured. If applicable, based solely upon the nature of the works in the sole and absolute discretion of the Town, the Town shall have the right to request, in addition to the Commercial General Liability policy, any or all of the following coverages:
    - a. Sudden and Accidental Pollution as an extension of the Commercial General Liability policy for a limit of no less than \$5,000,000 per accident **or**
    - b. Stand-alone Contractor's Pollution Liability policy for a limit of no less than \$5,000,000 per claim. The Town shall be named as an additional insured and/or
    - c. Professional Liability Policy (Errors & Omissions) for a limit of no less than \$5,000,000 per claim.The insurance shall remain in force until such time as the Town has inspected and approved the completed works. The Applicant or their Contractor shall provide a completed certificate of insurance to the Town no less than 5 business days prior to the commencement of the work. If the Town does not receive the certificate of insurance then the Town is under no obligation to issue the Permit until such time as the Town receives the required certificate of insurance from the Applicant or their Contractor; nor shall the Town be financially responsible for any hardship, financial or otherwise, suffered by the Applicant or the Contractor or any other party associated with the works as a result of the non-issuance of the Permit.  
The Town shall require confirmation of insurance on a form issued by the Town prior to issuance of permit which can be found on our website at <http://www.haltonhills.ca/forms/index.php>;
  - c) Any other supportive material as requested by the Commissioner of Transportation & Public Works;
  - d) A cash deposit in the amount of one and one half times the value of the final restoration costs as set out on the face of the Permit or a cash deposit in an amount as requested by Town of Halton Hills staff to cover final restoration costs.
2. Indemnification and Save Harmless. The Applicant and their Contractor each:
  - a) agrees to indemnify and save harmless the Town of Halton Hills from all actions, causes of actions, suits, claims, demands and costs whatsoever arising by reason of the Applicant, his agents or employees doing, failing to do, or doing incorrectly or negligently anything the Applicant is required to do under the terms of this Permit; and
  - b) will be responsible for any and all damages suffered and injuries sustained as a result of any operations on, or caused by reason of the existence or location or condition of, the construction site, or of any materials, plants or equipment used in connection with the works performed as a result of this Permit. It is solely the responsibility of the Applicant that all parties

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performing the work have read and agree to No. 2, Indemnification and Save Harmless section of the Application.

3. All requirements of this Permit, or any aspects pertaining to this Permit, shall be to the satisfaction of the Commissioner of Transportation & Public Works otherwise the work will be stopped until all requirements have been met.
4. Permits will be processed after all the necessary information has been submitted to the Engineering Services counter.
5. This Permit does not relieve the Applicant from the responsibility of obtaining all other necessary permits, approvals and plant locations.
6. The Applicant agrees to notify the Development Engineering Services department at least 2 business days prior to commencing works.
7. A copy of this Permit must be available on the jobsite at all times, during actual construction or installation.
8. If works have not commenced within 3 months from the date of issuance of this permit, this permit will automatically expire. The administration fee shall be retained by the Town and any cash deposits shall be returned to the Applicant. If and when the works are to proceed, a new application will be required.
9. Upon completion of the work, the Applicant shall complete the following to the satisfaction of the Commissioner of Transportation & Public Works:
  - a) Restore all subsurface works including the compaction of backfill material;
  - b) Restore all areas affected by the work to current Town or Ontario Provincial Standards to the satisfaction of the Commissioner of Transportation & Public Works;
  - c) Restore the roadway and sidewalk areas affected by the work by the means set out on the face of the Permit.
10. The Applicant shall guarantee the workmanship and materials of all the work performed under Section 10 within the limits of the highway for a period of twelve (12) months from the date of receiving the Town's approval of the completed work.
11. Unless otherwise specified on the face of this permit, all trenches are to be backfilled with approved Granular 'A' material, placed in 150 mm thick layers and compacted to 100 percent standard proctor density. Under certain circumstances, as determined by the Commissioner of Transportation & Public Works, the Town may specify an unshrinkable fill material to be used as backfill trench material.
12. All trench cuts crossing roads and sidewalks are to be backfilled as per section 12, to 50 mm below final grade. The Applicant shall then complete the temporary restoration consisting of asphalt as indicated on the face of this Application on the same day before allowing traffic to flow over the trench cut.
13. Using the final road works restoration security taken, under Section 1(d) of this Permit, and as indicated on the face of this Permit, the Commissioner of Transportation & Public Works will arrange for the permanent restoration of the asphalt and concrete curbs and sidewalks.



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14. Upon the completion of the permanent restoration works, the Town shall reimburse the Applicant any excess monies deposited not used by the Town to restore the works, and the Applicant shall reimburse the Town for any costs of restoration above the monies deposited with the Town within thirty (30) days of receiving any invoice for payment from the Town.
15. The Applicant must complete the final restoration work indicated on the face of this Application to the satisfaction of the Commissioner of Transportation & Public Works.
16. Prior approval must be obtained from the Town of Halton Hills for closing or restricting any road at any time except in the case of emergency. The Town requires the following:
  - a) If the work to be undertaken does not necessitate a temporary road closure, an Application to the Commissioner of Transportation & Public Works for a Permit, shall be made at least 2 days prior to the commencement of work;
  - b) If the work to be undertaken necessitates a temporary road closure, the Applicant is responsible for undertaking the provisions outlined in Town of Halton Hills By-law No. 2003-0032 which delegates the power to close a highway temporarily for the work to be performed.
17. At all times, the Applicant shall adhere to the provisions as set out by the Town of Halton Hills for the detour of traffic. The Applicant shall supply all traffic control persons, signs, flashers, barricades and other traffic control devices required to close and detour traffic around the working area in accordance with Ontario Traffic Manual, Book 7 (Field Edition). All traffic control devices are to be erected and maintained at the expense of the Applicant.
18. The Applicant must maintain a reasonable pre-approved safe alternate route for vehicular and pedestrian traffic.
19. The Applicant must provide and maintain reasonable local access routes for all property owners or occupants whose access will be affected by the proposed works.
20. In case of emergency work required for public health, safety or welfare reasons, notice shall be given and an Application for Permit made to the Town as soon as possible after commencement of the work, namely on the same day, or if too late in the day, then within 4 hours of the opening of the Town's offices on the following day, which is not a Saturday, Sunday or holiday.
21. In the case of storm sewer works, the Town requires an inspection of the excavation and installed works before the excavation is backfilled. Should the excavation be backfilled prior to the inspection, the Applicant will be required to reopen the excavation for inspection at the Applicant's expense.
22. The Applicant shall be responsible for all damages to all existing services when such damages arise out of the work undertaken by the Applicant.
23. The Applicant is responsible for notifying Town of Halton Hills staff concerning existing damage to Town owned infrastructure (boulevards, curbs, sidewalks, etc.) prior to the issue of the Permit.