



Municipality of  
Dutton Dunwich

The Municipality of Dutton Dunwich  
**ROAD OCCUPANCY PERMIT**

PERMIT NO: \_\_\_\_\_

<b>SECTION 1 - GENERAL INFORMATION</b>		DATE OF APPLICATION	_____
APPLICANT	_____	CONTACT PERSON	_____
APPLICANT MAILING ADDRESS		POSTAL CODE	_____
APPLICANT TELEPHONE	_____	FAX	_____
CONTRACTOR	_____	CONTACT PERSON	_____
CONTRACTOR ADDRESS			
CONTRACTOR TELEPHONE	_____	FAX	_____

<b>SECTION 2 - LOCATION AND DESCRIPTION OF WORK</b>			
CIVIC ADDRESS & ROAD NAME _____			
COUNTY ROAD NO	_____	CONCESSION	_____ MUNICIPALITY _____
DOES THIS PERTAIN TO A SEVERANCE?		YES / NO	APPLICATION No. _____
DESCRIPTION OF WORK _____			
SIDE OF ROAD (Circle One)		North / South / East / West	DISTANCE FROM RD _____
APPROX START DATE		_____	ESTIMATED COMPLETION DATE _____
NOTE: A Plan/Sketch showing the location of the above described work and/or service <b>MUST</b> accompany this application. All relevant measurements and depth of work will be shown.			
If this permit is for the purpose of constructing or altering an entrance please define the area so that the exact location may be inspection (ie., stakes at property line, paint on fence, etc).			

PERMIT FEE                      \$200 (If action is requested with **greater** than 5 business days' notice)  
    \$400 (If action is requested with **less** than 5 business days' notice)

ENTRANCE BOND                \$400 Refundable

WORK UNDER ROADWAY BOND    \$5,000 (Refundable)

NOTE: Permit fee is waived for - lower tier municipalities, utility companies, exempt per legislation and for the purpose of municipal drains.

I have read the, understand and agree to the conditions set forth on this application and assume all cost incurred by the Municipality of Dutton Dunwich, liability for all damages which may be incurred and to indemnify and hold harmless the Municipality of Dutton Dunwich from an actions, claims, suite or demands made against the Municipality by any person arising out of the issuance of this permit. (REFER TO CONDITIONS ON REVERSE).

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

\_\_\_\_\_  
Date Signed

**OFFICE USE ONLY**

<b>SECTION 3 - SPECIAL CONDITIONS AND APPROVAL</b>			
FEE PAID: \$200 OR \$400	ENTRANCE BOND: \$400	WORK UNDER ROADWAY BOND: \$5,000	
PROOF OF LIABILITY INSURANCE	YES / NO	AMOUNT OF COVERAGE	\$ _____
REQUIREMENTS FOR THE ENTRANCE (refer to conditions for entranceways) other requirements on reverse			
LENGTH OF PIPE	_____ m	TOP WIDTH	_____ m
DIAMETER OF PIPE	_____ m	SURFACE TYPE	_____
SPECIAL CONDITIONS _____			
SIGNATURE OF APPROVAL _____		DATE APPROVED _____	
FINAL INSPECTION NOTES _____			

GENERAL CONDITIONS:

1. Permits will be honoured for a period of one year from date of approval. When conditions or unforeseen difficulties require a longer period of completion than is indicated on the permit, the Applicant shall notify the Municipality in writing of the additional time required and the reason thereof. ***\*\*It is the responsibility of the Applicant to notify the Municipality when the work is complete and ready for final inspection.*** If a final inspection has not be requested by the Applicant, and one year's time has passed from the date of approval, the Permit Fee and Bond will be forfeited to the Municipality. If a final inspection has been requested and the work has been completed but not to the satisfaction of the Municipality under the conditions of the application, the Municipality may elect to finish or restore the works with the Applicant's bond without any prior notice.
2. Under any permit application the Municipality may elect to exceed the minimum requirements and conditions as specified in this document.

The Municipality may request additional: insurance coverage, restoration, amount of cash bond, or any other work deemed necessary to accommodate the application.

3. Municipal roads will not be closed. A minimum of one driving lane will always be open to traffic. All excavations within 4 metres of any driving lane will be backfilled at each day's end. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties
4. Roads will not be open cut without written permissions; therefore all road crossings shall be bored or directionally drilled. All plant being located under the road surface shall be placed at a minimum of 1.2 metres under the road surface (that is 1.2 metres under the elevation of the shoulder rounding). If written permission has been granted to open excavate a road, specific restoration methods will be specified and a cash bond in the amount of the cost of restoration shall be submitted and retained to up to 12 months after the completion of the specified works.