

TOWN OF WHITCHURCH-STOUFFVILLE ROAD OCCUPANCY PERMIT APPLICATION

THE MUNICIPALITY OF WHITCHURCH-STOUFFVILLE
 111 SANDIFORD DRIVE
 STOUFFVILLE, ONTARIO L4A 0Z8
 PH: 905-640-1900 FAX: 905-640-7957

Permit No:
ROP2023-

Date of Application:	
Company / Contractor Name:	
Address:	
Business Telephone Number:	Business Fax Number:
Applicant's Name (If Different From Above):	
After Hours / Emergency Contact Person:	After Hours / Emergency Telephone Number:

Type of Work: Start Date: Completion Date:
Location: Between:

Applicants Signature: _____ **Date:** _____

Application Fee Paid **Amount \$** _____ .

Town of Whitchurch-Stouffville Approval: _____ **Date:** _____

Gord Haggerty

Personal information contained on this form is collected pursuant to section 11 of the *Municipal Act, 2001*, c. 25 and will be used for the purpose of responding to your application. Questions about the collection of personal information should be directed to the Town's Freedom of Information and Privacy Coordinator.

TERMS AND CONDITIONS

1. It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and that the work must not begin before a permit has been issued by the Town of Whitchurch-Stouffville. The issuance of a permit by the Town does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and hold harmless the Corporation of the Municipality of Whitchurch-Stouffville, represented by the Public Works and Planning & Development Department staff, from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Town of Whitchurch-Stouffville may suffer or sustain or for which the Town of Whitchurch-Stouffville may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
2. Application fees are payable by cash, check or money order payable to: **The Town of Whitchurch-Stouffville** and must be included with this application.
3. A Certificate of Insurance must be provided, at time of approval, with the Town of Whitchurch-Stouffville named as co-insured and held harmless in the event of accidents. The minimum Comprehensive General Insurance requirement is \$5 million.
4. Traffic control and signage will be performed in accordance with Book 7 of the Ontario Traffic Manual – Temporary Conditions. A copy of the traffic plan must be submitted with this application.
5. The applicant's staff shall all wear safety equipment **AT ALL TIMES** including hard hats, reflective vests, and safety boots while on the Town's road allowance.
6. The Town does not permit full closure of any Municipal Roads without approval from the Town of Whitchurch-Stouffville Council or Director of Public Works.
7. Permits are only valid for the date, time, location, duration and type of work listed on the permit.
8. A copy of the approved permit must be available on the job site at all times during construction.
9. All changes and/or deviations from the approved permit must be approved by the Public Works and/or Planning & Development Departments prior to such work taking place.

NOTES:

- **Major ROP Application** – For applications covered under a Municipal Access Agreement (MAA) or a Municipal Consent Agreement (MC) or require occupation of the right-of-way for greater than 5 days or as determined by Public Works.
- **Minor ROP Application** – For all other work not covered under a Major ROP or require occupation of the right-of-way for less than 5 days or as determined by Public Works.
- Completed applications are to be returned to 111 Sandiford Drive.
- Applications submitted by member Municipalities for Municipally owned properties are excused from these fees.