



Application: Highway Occupancy Permit

Personal Information on this form is collected pursuant to the Municipal Act 2001, SO 2001, c.25 and will be used for the purposes of administering Town of Fort Erie **By-Law No. 120-2015**, as amended. For further information visit: [By-Law 120-2015 \(Link\)](#), [By-Law 052-2020 \(Link\)](#) and [By-Law 053-2020 \(Link\)](#)

Please check the guidance in this form carefully.

- Your application may be delayed if you make a mistake, if you do not enclose the necessary documents or if you send documents that do not meet our guidance.
- Your application must be received by Infrastructure Services at least five (5) business days prior to your proposed work.
- Permit fees must be paid and your approved permit collected prior to any impedance of the Highway.
- Open cutting of the road and/or removal of sidewalk is not permitted without prior written approval.

SECTION 1

Permit Location and Start/End dates

Location:
*Municipal
Address*

Start Date: End Date:

SECTION 2

What type of Permit do you require? Put a mark in the relevant box(es).

To restrict access to a Highway (Complete road closure(s))

To disrupt or impede vehicular and/or pedestrian traffic on a Highway (Partial road lane closure(s) and/or (partial) sidewalk closure(s))

To place materials and/or equipment (of any kind) on the Highway and/or Sidewalk

To place a moving container(s) or disposal bin(s) on the Highway and/or Sidewalk

To store construction or landscaping materials on the Highway and/or Sidewalk

To permit the crossing of a boulevard by workers and/or vehicles to gain access to private property where there is no depressed curb or driveway

To occupy the Highway with workers to support construction

Other; please *specify*

SECTION 3

Applicant Information

I/We are the *Owners* of the property listed in Section 1 I/We are a *Contractor*, working on behalf of the Owner(s)

Name / Company:

Street Address:

Town/City: Province:

Postcode: Telephone:

e-mail:

SECTION 4

Employees / Workers Present

Put a mark in the relevant box.

- I/We are the owners of the property listed in Section 1 of this application. I/we will **NOT** be employing any person(s), contractor(s) or sub-contractor(s) to perform any work(s) in/on the Public Right of Way.
- I/We are a company/contractor working on behalf of a client(s) **OR** I/we will be retaining employee(s), a company, contractor(s) or sub-contractor(s) to work in/on the Public Right of Way. **Proof of W.S.I.B. Coverage is required.**
- Other; please *specify*

SECTION 5

How will your Permit affect the use of the Highway at night?

- Any obstructions will be *removed* overnight and the area made safe; vehicles/pedestrians will have unencumbered use of the Highway and/or Sidewalk.
- Obstructions to the Highway and/or Sidewalk will still be present and the restrictions are necessary overnight.

SECTION 6

Additional Information

If you need more space, please provide it on a separate sheet(s)

SECTION 7

Supporting Documents / Checklist

To be submitted with your application

- A sketch, map or diagram** of the affected property and Highway(s). This must be marked with the location and approximate dimensions of any proposed obstruction(s) as well as a Traffic Control Plan which shall conform to the Ministry of Transportation's Book 7, noted with the relevant section of the Manual.
- Pre-construction photograph(s)** of the part(s) of the Highway upon which construction will take place together with a written list of any deficiencies.
- Certificate of Insurance;** Liability insurance in the amount of at least two million (\$2,000,000.00) dollars naming 'The Town of Fort Erie' as additional insured.
- A valid Workplace Safety and Insurance Board (W.S.I.B.) Certificate of Clearance** certifying that the applicant is in good standing with the Board, where applicable.

SECTION 8

Application Fee & Damage Deposits

Fees and Charges are subject to change. A copy of the most current Consolidated Schedule of Fees and Charges can be found by visiting <http://www.forterrie.ca/pages/FeesandCharges> and selecting the current year.

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|---|-------------------|
| <input type="checkbox"/> Application Fee (Non-refundable) | \$108.50 |
| <input type="checkbox"/> Damage Deposit; has driveway access
<i>No expected damage to road/sidewalk</i> | \$100.00 |
| <input type="checkbox"/> Damage Deposit; sidewalk cut
<i>Works require the sidewalk to be cut</i> | \$600.00 |
| <input type="checkbox"/> Damage Deposit; sidewalk cut
<i>Works require road or access without a driveway and/or curb</i> | \$1,200.00 |

SECTION 9

Notification to Emergency Services & Public Transit

The Applicant shall notify the following service providers, together with a copy of the **approved** Highway Occupancy Permit, prior to construction and on each day the Highway is occupied.

<i>Fort Erie Fire Department</i>	<i>(905) 871-1600 Ext. 5600</i>
<i>Niagara Regional Police Service (NRPS)</i>	<i>(905) 871-2300</i>
<i>Emergency Medical Services (EMS)</i>	<i>(905) 984-5050</i>
<i>Niagara Student Transportation Services (NSTS)</i>	<i>(905) 346-0290</i>
<i>Fort Erie Transit</i>	<i>1-833-287-5463</i>
<i>Town of Fort Erie: Road Operations</i>	<i>(905) 871-1600 Ext. 2466</i>
<i>Niagara Regional Waste Management</i>	<i>(905) 356-4141</i>

SECTION 10

Applicant's Declaration / Owner's Authorization

Permits are issued based on the information supplied by you. This application form, as well as any supporting documents, will form part of your permit. Knowingly providing false or misleading information may render any permit issued as invalid. You are required to post this permit on-site at all times during the time frame stated in Section 1.

The Proponent, the Contractor, their heirs, executors, administrators and assignees will indemnify and save harmless the Town from any and all claims, demands, suits, actions and judgments made, brought or recovered against the Town and from all loss, costs, damages, charges or expenses that may be incurred, sustained or paid by the Town by reason of the granting of the Highway Occupancy Permit, including any loss resulting from any violation under the Occupational Health and Safety Act, R.S.O. 1990, c. O.1, together with defence costs, fines and penalties. The Applicant shall be considered the "constructor" for the purposes of the Occupational Health and Safety Act. The indemnity provisions of this Agreement shall survive the termination of the Agreement.

I/We agree to pay all fees in advance and, where the Town costs exceed any deposits, I/we hereby agree to pay the balance within ten (10) calendar days from the date of invoice.

Applicant's Signature:
(As per Section 3)

Date:

Permit location owner's authorization:
(As per Section 1)

Date:

SECTION 11

FOR OFFICE USE ONLY

Application Reference Number: **HOP**

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Drawings / Plan

Insurance

Photograph(s)

W.S.I.B.

Service Disruption: *Requires separate notice under AODA*

Payment

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SECTION 12

Conditions for Permit Issuance, if any

SECTION 13

Permit Approval

Based on the information supplied in your application, and accompanying documents, you have been approved to commence work(s) in/on the Public Right of Way for the time and place(s) stated in Section 1 and for the purpose(s) claimed in Section 2. No changes are permitted without prior written consent of the Town.

***Issued Per The
Director of
Infrastructure
Services***

Authorized Signature

Date: