

**TEMPORARY ROAD OCCUPANCY APPLICATION AND PERMIT APPROVAL**  
(Pursuant to By-law No. 2008-082)

<b>CONSTRUCTION OR "EVENT"</b>	
<b>1. Applicant Information</b>	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent (Letter of Agent Required)	
Name:	Date:
Address:	
City/Town/Village, Prov.:	Postal Code:
Phone:	Cell:
Fax:	E-mail:
<b>2. Purpose of Application</b>	
<input type="checkbox"/> To request closure <u>or</u> partial closure of a road to vehicular traffic. <input type="checkbox"/> To occupy (without closing) a roadway or portion of a roadway.	
<b>3. Road(s) to be Closed and/or Occupied (Attach list if more streets to be closed/occupied)</b>	
Street name:	<input type="checkbox"/> Closed <input type="checkbox"/> Partially Closed <input type="checkbox"/> Occupied without Closure
Starting at (street number):	Ending at (street number):
Street name:	<input type="checkbox"/> Closed <input type="checkbox"/> Partially Closed <input type="checkbox"/> Occupied without Closure
Starting at (street number):	Ending at (street number):
Street name:	<input type="checkbox"/> Closed <input type="checkbox"/> Partially Closed <input type="checkbox"/> Occupied without Closure
Starting at (street number):	Ending at (street number):
<b>4. Date/Time Road to be Closed:</b>	
Start date:	Start time:
End date:	End time:
<b>5. Reason for Closure</b>	
<input type="checkbox"/> Construction – Include sketch and <u>complete Section 7 and 9</u> <input type="checkbox"/> Events – Include sketch and <u>complete Section 8 and 9</u>	
<b>6. Safety Measures in Place</b>	
Police presence (eg. OPP to provide traffic control for parades and other events as requested.)	
OPP Notified ? <input type="checkbox"/> Yes <input type="checkbox"/> No            OPP to provide traffic control? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you contacted Township of Springwater Public Works regarding barricades or other needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please specify:	

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**7. Construction (\$110.00)**

DRAINAGE WORKS eg.:

Tile road crossing    Tile outlet to ditch    Sump pump outlet hookup    Storm Sewer (Engineered drawings required)

EXCAVATION/GRADING FOR eg.:

Building    Entrance repairs    Landscaping    New Services    Pool Installation

Trench    Bore

IRRIGATION eg.:

On right-of-way without agreement (**At own risk**)

Off right-of-way on private property

PAVING eg.: (Fee not applicable to driveways unless materials occupy road allowance)

Driveway(s)    Road repair    Shoulder area(s)    Other, please specify:

Materials will occupy road allowance    Less than 24 hours    More than 24 hours

OTHER, please specify:

Will work involve a road cut?    Yes    No

If yes, what is the estimated cost of work/restoration? \_\_\_\_\_

**For office use only.**

Amount of Security Deposit: \_\_\_\_\_

Work to be completed by:    Applicant    Other

If "Other", complete the following:

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town/Village, Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

ADDITIONAL INFORMATION (if applicable):

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<b>8. Event (No Fee)</b>	
<p>EVENT TYPE:</p> <p><input type="checkbox"/> Adopt a Road   <input type="checkbox"/> Cinematography   <input type="checkbox"/> Parade   <input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Please describe:</p>	
<p>ADDITIONAL INFORMATION (if applicable):</p>   	
<b>9. Attachments:</b>	
<p><input type="checkbox"/> Proof of ownership (<b>Required</b> for construction/maintenance of private property <b>excluding Utilities</b>).</p> <p><input type="checkbox"/> List of all proposed uses of subject roadway(s) and corresponding sketch (<b>required for all</b>).</p> <p><input type="checkbox"/> List of all additional roads to be closed/occupied (if required).</p> <p><input type="checkbox"/> Sketch of proposed detour route (if applicable).</p> <p><input type="checkbox"/> Sketch of proposed traffic warning device locations (<b>required for all</b>).</p>	
<p align="right">certify that:</p> <p>I, _____</p> <p align="center">(print name)</p> <p>1. The information contained in this application, attached plans, specifications and other attached documentation is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p>	
Date	Signature

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<b>FOR OFFICE USE ONLY</b>	
<b>Temporary Road Occupancy Permit</b>	
<input type="checkbox"/> Approved as proposed	<input type="checkbox"/> Approved with changes noted below
<input type="checkbox"/> Not approved – see below	
Security Deposit Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Deposit Amount:
Permit shall be in effect from: _____ to: _____ after which the permit shall be revoked.	
Comments: ..... ..... .....	
<i>This approval is issued under the authority vested in the Township of Springwater, Director of Public Works or Designate by By-law 2005-038 and regulation thereto. <b>Fees for permit are also under this By-law.</b></i>	
Date	Director of Public Works or Designate

**SCHEDULE B**  
**Temporary Road Occupancy Permit Conditions**

1. This Temporary Road Occupancy Permit is subject to all Municipal By-laws.
2. Activities, events and/or works must not be started before a Temporary Road Occupancy Permit has been issued by the Township.
3. Trees, shrubs, etc., on the right of way of a Township road must not be cut or trimmed without the permission of the Township and such cutting or trimming may only be done under the direct supervision of the Township or its duly authorized agent. Where it is necessary to cut or trim trees on a property adjacent to a Township road, the applicant must make necessary arrangements with the property owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
4. If there is an expiry date on this permit and a further term is desired, an application for the renewal of the permit shall be made to the Township before the expiry date named in this permit. A further term may be approved or refused by the Township.
5. If this permit expires and is not renewed for any reason, all work constructed, maintained or operated under this permit shall, if the Township so requests, be removed without expense to the Township and the Township road shall be left in as good a condition as it was before said works were installed or constructed.
6. This permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at the time of issue.
7. If, during the life of this permit any by-laws or regulations are adopted which affect the rights and privileges herein granted, the said by-laws or regulations shall be applicable to this permit from the date on which they came into force.

c: Applicant  
Property File