

## Utility Authorization Permit Application Form

Utility Authorization Number (Internal use only)	
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### 1 - Applicant Information

Date of Submission:	
<b>Utility Information</b>	
Utility Company:	
Applicant Name:	
Applicant Email:	
Applicant Phone Number:	
<b>Contractor Information</b>	
Contractor Company:	
Contact Phone Number:	

### 2 – Application Details

Job Type:	Installation of new utility infrastructure in Town R.O.W. Relocation of existing utility infrastructure in Town R.O.W. Service Installation (long or short side) that cross Town R.O.W. Repair/Abandon existing utility infrastructure within Town R.O.W.						
Project Description:							
Location:							
Proposed Work Schedule:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Start Date:</td> <td style="width: 33%; border: none;"></td> <td style="width: 33%; border: none;">End Date:</td> </tr> </table>	Start Date:		End Date:			
Start Date:		End Date:					
To Occupy: (select all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Sidewalk</td> <td style="width: 33%; border: none;">Roadway</td> </tr> <tr> <td style="border: none;">Boulevard</td> <td style="border: none;">Parking Lane</td> </tr> <tr> <td style="border: none;">Shoulder</td> <td></td> </tr> </table>	Sidewalk	Roadway	Boulevard	Parking Lane	Shoulder	
Sidewalk	Roadway						
Boulevard	Parking Lane						
Shoulder							
To Cut/Excavate: (select all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Sidewalk</td> <td style="width: 33%; border: none;">Roadway</td> </tr> <tr> <td style="border: none;">Boulevard</td> <td style="border: none;">Parking Lane</td> </tr> <tr> <td style="border: none;">Driveway</td> <td></td> </tr> </table>	Sidewalk	Roadway	Boulevard	Parking Lane	Driveway	
Sidewalk	Roadway						
Boulevard	Parking Lane						
Driveway							

**Submission Requirements** – Incomplete packages will not be approved

1. Completed application form
2. Drawing of the proposed works must include the following:
  - North Arrow, Legend, Scale
  - Street names and addresses
  - Property lines
  - Existing conditions (i.e. road, sidewalk, driveway, curb, catch basins, maintenance holes, water valves and curb stops, hydro/utility poles, fence, utility pedestals and vaults, existing labelled utilities, sewers, water mains, etc.)
  - Dimensions must be shown from existing R.O.W. limits and from Town/County infrastructure
  - Any cuts or excavation pits to be clearly marked
  - Typical Vault/GLB/cabinet details
3. Proposed Traffic Control Plan
4. Liability Insurance Certificate, with \$2,000,000 minimum coverage, identifying The Town of Tillsonburg as an additional insured
5. Prior to Approval, the Applicant is required to pay a fee of \$100 + hst. Payment to be made on the Town of Tillsonburg website, under Utility Authorization Permit.

**Approval**

*Internal use only:*

Date of Approval:		
Approved By:		
Payment Confirmed:		
Approval Conditions:		
Restoration Inspection:	Completed	Waived

**This Utility Authorization Permit is valid for 90 days from date of approval.**

This Utility Authorization Permit is issued by The Town of Tillsonburg and the Applicant agrees to the following conditions:

1. All requirements of this Permit, or any aspects pertaining to this Permit, shall be to the satisfaction of the Town Engineer or their designate, otherwise the work shall not be commenced until all requirements have been met.

2. The Applicant is to obtain all the necessary location information and clearances from other utilities. If other underground utilities exist in the location specified, the applicant agrees to make other arrangements to the satisfaction of all concerned.
3. The Applicant is required to verify all property lines. The Town of Tillsonburg takes no responsibility for Utility infrastructure installed on private property either purposely or in error.
4. The Applicant shall release, indemnify and save harmless the Town, its councilors, directors, officers, employees, agents, consultants, contractors, assigns, and any others for whom the Town is at law responsible from and against any and all claims, demands, losses, expenses, costs, including but not limited to reasonable legal fees, damages, actions, suits or proceedings, or any other liabilities which may at any time or from time to time be asserted against, imposed upon or incurred by the Town as a consequence of or in connection with the Utility Authorization Permit, the maintenance, or any other matter relating to the Utility Authorization Permit.
5. Permits will not necessarily be processed on the same day they are submitted. The Engineering Department requires up to seven (7) business days for review.
6. If proposed construction dates change from what was submitted on the application, the Applicant is to inform the Town at least two (2) business days prior to commencing work.
7. This Permit does not relieve the Applicant from the responsibility of obtaining all other necessary permits, approvals, and plant locations as may be required by law.
8. At all times the Applicant shall adhere to the provisions as set out by The Town of Tillsonburg 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 current edition of the OTM book 7. All traffic control devices are to be erected and maintained at the expense of the Applicant.
9. Provide and maintain reasonable local access routes for all property owners or occupants whose access will be affected by the proposed works.
10. The Applicant shall be responsible for all damages to all existing infrastructures when such damages arise out of the work undertaken by the Applicant.
11. A copy of the Approved Permit and associated Traffic Control Plan must be available on the job at all times.
12. If work has not commenced within 90 days from the date of issuance of this Permit, this Permit will automatically expire. If and when the works are to proceed, a new application and payment will be required.
13. All property must be returned to pre-construction conditions and the Applicant is to inform the Town once complete. A Restoration inspection shall be performed by Town Inspectors as required upon completion of the work. Applicants shall restore all areas affected by the work to the satisfaction of the Town Engineer or their designate. Failure to do so will result in The Town of Tillsonburg completing the restoration work and the Town shall invoice the Applicant for actual costs of restoration. The Applicant shall reimburse the Town within thirty (30) days of receiving any invoice for payment from the Town of Tillsonburg.
14. Upon completion of work, the Applicant shall provide final As-Built drawings to the Town within ninety (90) days.