



**MUNICIPALITY OF THAMES CENTRE**  
**4305 Hamilton Road – Dorchester, ON N0L 1G3**  
**Telephone 519-268-7334 - Fax 519-268-3928**

<b>WORK PERMIT</b>
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**PERMIT # \_\_\_\_\_**

**Authorizing work and/or services on road allowances**

**Applicant Information:**

Applicant Name			
Mailing Address			
		Postal Code	
Telephone		Fax / Email	

**Location Information:**

Location of Work	
Exact Location Along Road or Limits of Work	
Reason for Permit (state type of work or service)	
Which Side of the Road	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
Roadway Type	<input type="checkbox"/> Gravel <input type="checkbox"/> Chip Seal <input type="checkbox"/> Asphalt <input type="checkbox"/> Curbs <input type="checkbox"/> Open Ditch <input type="checkbox"/> Sidewalk
Type of Entrance	<input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Not Applicable
Permit Notes: <ul style="list-style-type: none"> <li>• Work completed by owner</li> <li>• Locates by owner</li> <li>• Traffic protection by owner as set out in the OTM Book 7</li> </ul>	

**Note: A plan/sketch showing extent and location of work must accompany this application. Area must be marked (grade stakes) for staff to inspect in field before permit will be issued.**

<b>Date of Work:</b> Start: _____ Finish: _____
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<b>PERMIT FEE: \$75.00</b>
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<b>REFUNDABLE DEPOSIT: _____ (Amount to be set by Thames Centre)</b> <b>(Minimum deposit amount is \$1,500 payable as cash, cheque or debit)</b>
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Permit Fees (Office Use Only)		
	Description	Cost (\$)
Pipe Size		
Coupler Size		
Installation		
	<b>Sub Total</b>	
	<b>HST</b>	
	<b>Permit Fee</b>	
	<b>Deposit</b>	
	<b>TOTAL DUE</b>	

The applicant agrees to the following terms and conditions noted below.

**Terms and Conditions**

1. It is the applicant's responsibility to inform Thames Centre when all work is to take place on the road allowance.
2. It is the applicant's responsibility to inform Thames Centre when the work is complete and ready for inspection by our staff.
3. Thames Centre does not guarantee that the location selected for service is not in use by other utilities or services.
4. The applicant will abide by the Occupational Health and Safety Act as set out in Ontario regulation 213/91 and any amendments thereto.
5. The applicant agrees prior to beginning any work on the road allowance to properly set up signage and safety devices and this shall be in conformance with the Ontario Traffic Manual, Book 7. Upon completion of the work all signage and safety devices shall be removed. It is the applicant's responsibility to provide all necessary and signage and safety devices.
6. The road allowance shall not be closed at any time. If the road is to be restricted to one lane of traffic the use of properly trained traffic control persons, minimum of two, shall be used to control the flow of traffic.
7. All road crossings are to be bored. The asphalt road surface is not to be cut. All disturbed areas are to be restored to the original condition including any necessary sod, topsoil, and seeding. Damage to sidewalks or the road surface, curb and gutter, ditches shall be repaired by the applicant. If the applicant fails to restore any such damage to the satisfaction Thames Centre, Thames Centre shall use the deposit to restore the damages and any further or additional costs will be invoiced to the applicant for payment.
8. All material that is backfilled shall be properly compacted to prevent settling. All disturbed areas are to be restored to original conditions.
9. The applicant shall ensure that all utility locates have been obtained. The applicant will be responsible for any utility repairs that are necessary if they are cut.
10. The applicant shall ensure that all surfaces and subsurface drainage in maintained all times and any such drainage works that are damaged are repaired to the satisfaction of Thames Centre.
11. The applicant agrees to hold Thames Centre harmless for any damage or liability caused by the work.
12. The applicant shall provide to Thames Centre a security deposit before the work may commence along with the original signed copy of this permit.
13. The deposit will be held for 60 days after notification from the applicant that the work has been completed. The work will then be inspected by Thames Centre staff who will determine if the work is satisfactorily completed before the deposit is returned.

**Special Conditions:**

\_\_\_\_\_mm x 1.6mm gage steel pipe (galvanized) must be used. 150 mm of A-gravel must be placed under the pipe. Must have 300mm or more of A-gravel where the entrance meets the road. The entrance shall not be higher than the existing road elevation. The new entrance must be finished with 150mm of A-Gravel on the surface. Each side of the entrance must be top soiled and seeded. 300 mm of culvert should not be covered at each end of the pipe. The entrance must be compacted.

By signing below and beginning the described work on Thames Centre road allowance, the Applicant(s) agree and bind themselves to **all** the terms and conditions listed above.

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

\_\_\_\_\_  
**Date of Application**

**Thames Centre (Office Use Only)**

Approval Signature		Date:
Deposit & Fee Received/Date		
Deposit Released/Date		
Distribution	Applicant _____ File _____ Road Foreman _____	