



**Form 2 - Street Occupation Permit
 For Construction of Off-Street Parking**

Applicant: _____ Address: _____ City: _____ Prov.: _____ Code: _____ Phone: _____ Fax: _____ e-mail Optional): _____ Occupancy Date: _____ Permit Expiry Date (90 days max.): _____ Location Address and Description of work to be performed: _____ 	CONTACT INFORMATION Site Supervisor: _____ Name: _____ Phone: _____ After Hours Contact: _____ Phone: _____ 	<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: auto;"> Permit No. </div>
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REQUIRED PRIOR TO ISSUANCE OF THE STREET OCCUPATION PERMIT:

_____ Liability Insurance certificate showing \$2,000,000.00 minimum coverage with the City of Owen Sound named as an insured party.
 _____ \$68.00 Permit paid by: ___ Cheque ___ Cash ___ Money Order ___ Other
 _____ Required Deposit: \$ _____ Paid by: ___ Cheque ___ Cash ___ Money Order ___ Other
Received by: _____ **Date:** _____
 _____ Sketch of proposed street occupation c/w Traffic Plans showing closures, detours, etc.
 _____ \$275.00 Off-Street Parking Facility Inspection Fee paid (if applicable)
 _____ **Off-Street Parking Permit Approved**

Declaration Of Contractor Regarding Construction Of Off-Street Parking Facilities:

I/We, _____ certify that the approved off-street parking facilities will be constructed in general compliance with the approved site layout, City of Owen Sound Policy CS-74 and City of Owen Sound Standard Drawings OSS-112 and OSS-113 (if applicable).

Signature: _____
 Company: _____
 Date: _____ Inspection by City staff required: ___ Yes ___ No

NOTE: An inspection fee of \$275.00 is levied if the inspection of the off-street parking facility is to be performed by City of Owen Sound staff.

FOR OFFICE USE ONLY

APPLICATION APPROVAL Date: _____ Signature: _____ <p style="text-align: right;">Engineering Services Division</p>	FINAL/INSPECTION APPROVAL Date: _____ Signature: _____ <p style="text-align: right;">Engineering Services Division</p>
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CONDITIONS OF APPROVAL

1. APPLICANT MUST NOTIFY THE ENGINEERING SERVICES DIVISION (519-376-1440) 24 HOURS BEFORE COMMENCING ANY BACKFILL OPERATIONS ON CITY PROPERTY.
2. I/WE HEREBY MAKE APPLICATION TO OCCUPY THE DESIGNATED STREET(S) FOR THE PURPOSES DESCRIBED ABOVE AND AGREE TO ABIDE BY THE TERMS OF BY-LAW 2009-082 AND THE CONDITIONS ESTABLISHED ON THIS APPLICATION, AS NOTED OVERLEAF.
3. I/WE AGREE TO ASSUME ALL LIABILITY AND/OR COSTS INCURRED BY THE CORPORATION AS A RESULT OF STREET OCCUPANCY AND TO MAINTAIN THE WORK AREA TO INDEMNIFY AND SAVE HARMLESS THE CORPORATION UNTIL FINAL COMPLETION AND APPROVAL OF THE WORKS.

Applicant has read and understood the conditions of this application _____ date _____ Signature of Applicant

FOR UTILITY LOCATES CALL:

ONTARIO ONE CALL: 1-800-400-2255

CITY OF OWEN SOUND CONTACTS:

PUBLIC WORKS DIVISION

519-376-4274

ENGINEERING SERVICES DIVISION

519-376-1440

GENERAL CONDITIONS**ALL WORK TO BE IN ACCORDANCE WITH THE FOLLOWING CONDITIONS:**

1. Any person or persons intending to occupy or perform work on City of Owen Sound property must first apply to the City Engineering Services Division for a Street Occupation Permit. This permit must be obtained prior to commencement of work and notification of emergency services.
2. The permit must be in the name of the person or persons performing the work and not in the name of an agent or utility for whom he/she is acting. The applicant must indicate the intended starting date and duration of occupancy at least 72 hours prior to commencing the work described in the permit.
3. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein.
4. The applicant, pursuant to the by-law, shall have the permit available for inspection at all times during which the work is in progress.
5. The permit becomes null and void if the applicant should fail to meet the requirements of the permit. The Manager of Engineering Services or his designate may then take actions, at the applicant's expense, deemed necessary to reinstate the site for public safety. In all cases, the decision of the Director of Operations or designate is final.
6. When unforeseen circumstances necessitate an extension of the permit, or a change of any of the conditions under which the permit was issued, the holder of the permit shall apply for such change at least 24 hours in advance. Failure to do so will render the permit void. Notwithstanding the forgoing, the permit expires 90 days following approval and a new permit will be required.
7. All barricades, signs, signals, traffic control persons, traffic control devices, detour design and signage shall meet all City of Owen Sound and MTO requirements and shall be the sole responsibility of the applicant.
8. The applicant shall maintain access to all public and private properties for the duration of the work. The applicant will provide 48 hours written notice to affected property owners prior to when the work is to commence and/or a road/street closure is undertaken.
9. It shall be the applicant's responsibility to request marking or other information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.
10. Excavated material shall not be stored in such a manner as to obstruct pedestrian or vehicular traffic. Clay in fluid state, frozen material, organic material, silt or mud shall be excluded from backfill. This may require that all excavated material be replaced by granular base material. Backfill material shall be compacted in layers, the maximum thickness being 30 centimetres. A surface treatment of accepted impervious materials may be placed and maintained until permanent reinstatement has been completed.
11. The applicant shall reinstate all damage, disruption or removal of existing works such as roadway, curb, sidewalk etc., as described in the permit, and damages related to the work activity, to City of Owen Sound Standards. FAILURE TO RE-INSTATE THE AFFECTED AREAS WILL RESULT IN THE CITY OF OWEN SOUND PERFORMING THE REQUIRED REPAIRS AT THE APPLICANT'S EXPENSE.
12. The Utility/Contractor is responsible for obtaining all other necessary agency approvals (i.e. County of Grey, MOE, MNR, GSCA, Ministry of Labour, Building Permits, etc.) and compliance with any applicable provincial legislation. The contractor shall show proof, if required by the City, of all approvals. The Contractor shall furnish the City with a copy of a Ministry of Labour Notice of Project Form, if required, and a WSIB Certificate.
13. THIS PERMIT MUST BE ACCOMPANIED BY A LIABILITY INSURANCE CERTIFICATE IN THE AMOUNT OF \$2,000,000.00 Cdn NAMING THE CORPORATION OF THE CITY OF OWEN SOUND AS INSURED TOGETHER WITH ALL APPLICABLE FEES AND SECURITY DEPOSIT.
14. CONTRAVENTION OF THE PROVISIONS OF THE BY-LAW IS SUBJECT TO A PENALTY OF UP TO \$5,000.00 FOR EACH OFFENCE.

The information on this application is gathered in accordance with the Municipal Act, Chapter M.45, R.S.O. 1990. The information collected will be used by City staff to determine eligibility for a Street Occupation Permit. All information of a personal or private nature is protected by the Municipal Freedom of Information and Protection of Individual Privacy Act, Chapter M.45, R.S.O. 1990. Any or all of the information contained on this form may be subject to disclosure under the said Act if circumstances warrant.