

EXCAVATION PERMIT APPLICATION

This permit is required for all work taking place on lands within the Town of Gananoque. All works submitted for application will be reviewed by the Public Works Department. All applications will be given consideration, however not all requests will be approved. Please allow for at least 5 business days for application review.

APPLICATION DATE:	
APPLICANT INFORMATION	
APPLICANT:	
ADDRESS OF LOT EXCAVATION:	
MAILING ADDRESS:	PHONE #:
	EMAIL:
CONTRACTOR INFORMATION (if applicable)	LOT#:
	PLAN#:
DESCRIPTION OF ENCROACHMENT	
Provide a brief description of the work, along with a detailed sketch outlining the location of the work to be completed and all information as required under By-Law 91-21	
Replace <input type="checkbox"/> Repair <input type="checkbox"/> install new <input type="checkbox"/>	
The following item(s): sewer line <input type="checkbox"/> water main <input type="checkbox"/> cable line <input type="checkbox"/> gas main <input type="checkbox"/> pole <input type="checkbox"/> other (specify) <input type="checkbox"/>	
Proposed Start Date:	Proposed Completion Date:
Location for excavation material disposal (include address)	
Excavation Permit Cost: \$50 Deposit Required: N/A Interac, Cheque or E-Transfer (cash is not accepted)	Payment Received: \$ _____ Form: _____ Received By (Initial): _____
In consideration of any permit issued in respect to this application, the property owner and his/her agent hereby agrees to observe, keep and perform and be subject to the regulations and conditions of the said permit and indemnify and save harmless the Corporation of the Town of Gananoque from and against all loss, costs, charges, damages, expenses, claims and demands whatsoever, to which it may be liable for reason of anything done or omitted to be done in the authorized encroachment.	
Proof of Insurance, WSIB and Traffic Control Plan are required from applicant before the permit will be administered.	
Complete Application checklist: <input type="radio"/> Application Form <input type="radio"/> Payment <input type="radio"/> Proof of liability insurance <input type="radio"/> Sketch <input type="radio"/> Traffic Control Plan	
I, the Undersigned, have read and agree to abide by all conditions set out in the Excavation Permit requirements and the Terms and Conditions attached hereto, and will not proceed until a signed permit has been issued. I have included a Traffic Control Plan, if required. I will submit the required fees as part of the application process.	
Applicant Signature	Date

EXCAVATION PERMIT	Office Use Only
Terms and Conditions (if any) for this Excavation Permit: See Page 3	
I, Public Works Manager or designate, hereby authorize and grant approval to proceed with the work included in this permit, and as outlined in the sketch, subject to any terms or conditions included with this document; and have received a Traffic Control Plan (if required) Signature: _____	
EXCAVATION PERMIT NUMBER:	EX-

Final Inspection Date: Final Inspection Comments:	Permit finalized and work approved by:
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APPLICANT:

Upon completion of the Work, the Applicant must request a final inspection by calling 613-382-2149 Ext 1613 or email pwinfo@gananoque.ca. Once final inspection is completed, The Applicant must send a request for deposit refund and include an Electronic Payment Form. All deposits are refunded by electronic transfer.

For more information regarding an Excavation Permit, contact 613-382-2149 Ext 1613

<p><u>LOCATION OF UNDERGROUND SERVICES</u></p> <div style="border: 1px dotted black; height: 150px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>DATE</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>DATE</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>APPLICANT'S SIGNATURE</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>SIGNATURE OF PUBLIC WORKS SUPERVISOR OR DESIGNATE</p> </div> </div>	<p>LEGEND</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>STORM SEWER</td><td>S/S</td></tr> <tr><td>CATCH BASIN</td><td>■</td></tr> <tr><td>PROPERTY LINE</td><td>P/L</td></tr> <tr><td>DITCH</td><td>D</td></tr> <tr><td>CATCHBASIN MANHOLE</td><td>CB/M</td></tr> <tr><td>CULVERT</td><td>C</td></tr> <tr><td>SANITARY SEWER</td><td>SAN</td></tr> <tr><td>SANITARY MANHOLE</td><td>SAN/M</td></tr> <tr><td>WATERMAIN</td><td>WM</td></tr> <tr><td>WATER VALVE</td><td>▼</td></tr> <tr><td>CURB STOP</td><td>⊗</td></tr> <tr><td>FIRE HYDRANT</td><td>⊗</td></tr> </table>	STORM SEWER	S/S	CATCH BASIN	■	PROPERTY LINE	P/L	DITCH	D	CATCHBASIN MANHOLE	CB/M	CULVERT	C	SANITARY SEWER	SAN	SANITARY MANHOLE	SAN/M	WATERMAIN	WM	WATER VALVE	▼	CURB STOP	⊗	FIRE HYDRANT	⊗
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Excavation Permit

TERMS AND CONDITIONS

1. The Applicant agrees and consents to indemnify and save harmless, the Town of Gananoque and any of its officers, servants, and employees from all claims and/or actions that may arise from the review, grant of this permit, supervision or work being carried out.
2. The Applicant agrees to notify, obtain any required locates and/or receive permission from the following agencies at least 48 hours prior to commencing work:

Telephone	Bell Canada	1-800-400-2255	Ontario One Cal
Gas	Union Gas	1-800-400-2255	Ontario One Call
Water & Sanitary Sewer	Utilities Division	613-382-2149 Ext 1118	Town of Gananoque
Storm Sewer	Roads Division	613-382-2149 Ext 1611	Town of Gananoque
Electric	E.O.P.	613-382-2118	Eastern Ontario Power
Cable TV	Cogeco	613-544-6350	

3. In the event that final reinstatement with hot mix asphalt cannot be done immediately following completion of the work, the applicant shall do a temporary reinstatement with cold mix asphalt which shall be removed prior to final reinstatement with hot mix.
4. The Applicant agrees to do weekly checks on the condition of excavation prior to final reinstatement and to do any temporary repairs to same, until such time as final reinstatement is completed.
5. The Applicant is responsible for any additional work that is required to restore section of roadway or other area in which work was done for a period of eighteen (18) months from date of acceptance of final reinstatement.
6. The Applicant confirms by signature to have a valid insurance policy for public liability and property damage in an amount of at least two million dollars (\$2,000,000) and to have valid WSIB coverage.
7. The Applicant confirms by signature to be familiar with the contents of By-Law 91-21 and agrees to abide by the terms and conditions and provisions of By-Law 91-21 and any amendments thereto.
8. The Applicant hereby submits the attached plans as part of the requirement for an Excavation Permit.
9. No excavation work shall commence before an Excavation Permit has been issued and signed by the Public Works Manager of Designate.
10. The Applicant must provide location and address of where the excavation material is being disposed.
11. Excavation Permit will not be issued until after any applicable fees have been paid by the Applicant to the Town, with a copy of the receipt as proof of payment. Any applicable fees are to be paid at the Town Hall at 30 King Street E or by Electronic Funds Transfer (EFT). The Town accepts Interac, EFT or cheques. Cash is not accepted.
12. Please allow at least five (5) business days for the permit to be reviewed. All locates from other agencies must be completed prior to the Town's review.
- 13. Excavation permits are required for any excavation done within any road allowance or other municipal property. This includes areas outside of paved roads and sidewalks, within any Town owned road allowance.**

If unsure whether your excavation project requires a permit, or will encroach onto municipal property, please contact the Public Works Office at 613-382-2149 Ext 1613.