

Public Works Department

(519) 449-2451 or 1-888-250-2295
(519) 449-3382 (FAX) Public Works Dept.
e-mail: publicworks@brant.ca
Web Site <http://www.brant.ca>



County Administrative Building
26 Park Ave.
Mailing Address:
P.O. Box 160
Burford, Ontario N0E 1A0

PUBLIC WORKS PERMIT APPLICATION

PART A: GENERAL INFORMATION

	OWNER	APPLICANT (<input type="checkbox"/> SAME AS CONTRACTOR)	CONTRACTOR (<input type="checkbox"/> SAME AS APPLICANT)
NAME:	_____	_____	_____
STREET ADDRESS:	_____	_____	_____
CITY:	_____	_____	_____
POSTAL CODE:	_____	_____	_____
TELEPHONE:	_____	_____	_____
DATE:	_____	_____	_____
SIGNATURE:	_____	_____	_____

****If NOT COMPLETED BY THE OWNER A LETTER OF AUTHORIZATION IS REQUIRED**

PART B: WORK LOCATION

MUNICIPAL NUMBER _____ LOT & CONCESSION/STREET _____ FORMER TOWNSHIP/TOWN _____

ON THE _____ SIDE OF _____ ABOUT _____ KM OF _____
N/E/S/W N/E/S/W

PROPERTY USE: RESIDENTIAL COMMERCIAL INDUSTRIAL OTHER: _____

IS THE PROPERTY SUBJECT TO AN AGREEMENT WITH THE COUNTY: YES NO

IF **YES** PROVIDE: COPY **OR** AGREEMENT NUMBER: _____ DATE: _____

SITE PLAN ATTACHED: YES NO SITE PLAN ACCEPTED BY THE COUNTY: YES NO

NOTES: _____

PART C: RIGHT OF WAY (ROAD USE)

TYPE OF WORK: STREET EXCAVATION SERVICE EXCAVATION HOARDING

Location: ROADWAY BOULEVARD SIDEWALK DRIVEWAY OTHER: _____

NOTES: _____

PART D: ENTRANCE

NEW ENTRANCE TEMPORARY ENTRANCE HARD SURFACE AN EXISTING ENTRANCE (ASPHALT, CONCRETE, ETC.)

CHANGE THE DESIGN OF AN EXISTING ENTRANCE CHANGE THE USE OF AN EXISTING ENTRANCE

NOTES: _____

PART E: SEWER CONNECTION

STORM SANITARY

DIAMETER: _____ MATERIAL TYPE: _____

NOTES: _____

PART F: WATER CONNECTION

DIAMETER: _____ MATERIAL TYPE: _____

NOTES: _____

PART G: FEES

RIGHT OF WAY PERMIT: \$ _____	SECURITY DEPOSIT: \$ _____
ENTRANCE PERMIT: \$ _____	WATER FRONTAGE: \$ _____
WATER CONNECTION: \$ _____	SANITARY FRONTAGE: \$ _____
SANITARY CONNECTION: \$ _____	
STORM CONNECTION: \$ _____	

TOTAL: _____ RECEIVED BY: _____ DATE: _____

FOR COUNTY USE ONLY

PERMIT NUMBER: _____

PERMIT EXPIRY DATE: _____

PART C: RIGHT OF WAY APPROVAL

INSURANCE COMPANY: _____ EXPIRY DATE: _____

SITE SPECIFIC DETAILS: _____

APPROVED BY (NAME): _____

DATE: _____

SIGNATURE: _____

INFORMATION SHEET ATTACHED

PART D: ENTRANCE APPROVAL

NUMBER OF ENTRANCES: _____ WIDTH OF ENTRANCE: _____ M ENTRANCE REQUIRED FOR: _____

CULVERT LENGTH: _____ M CULVERT DIAMETER: _____ MM

SIGHT DISTANCE TO THE LEFT: _____ SIGHT DISTANCE TO THE RIGHT: _____

INDICATE ANY ITEMS IN THE RIGHT OF WAY THAT WILL BE AFFECTED: _____

SITE SPECIFIC DETAILS: _____

CIVIC ADDRESS TO BE ASSIGNED

ADDRESS: _____

SIGHT INSPECTED BY: _____

DATE: _____

APPROVED BY (NAME): _____

DATE: _____

SIGNATURE: _____

INFORMATION SHEET ATTACHED

PART E: SEWER CONNECTION

WORK APPROVED: _____

SITE SPECIFIC DETAILS: _____

APPROVED BY (NAME): _____

DATE: _____

SIGNATURE: _____

INFORMATION SHEET ATTACHED

PART F: WATER CONNECTION

WORK APPROVED: _____

SITE SPECIFIC DETAILS: _____

APPROVED BY (NAME): _____

DATE: _____

SIGNATURE: _____

INFORMATION SHEET ATTACHED

CONDITIONS

This Permit is subject to the following conditions and to any supplementary conditions established by the County at the time of issue

1. This permit is subject to all municipal By-laws
2. The applicant is required to notify the County of Brant Public Works Department a minimum of 24hrs and a maximum of 48hrs prior to the start of work. The Public Works Department can be reached at 519-449-2451 Monday to Friday, 8:30am to 4:30pm
3. All underground works are required to be inspected by a representative of the County of Brant before being backfilled
4. No work is to be started before a permit for the work has been issued by the County of Brant
5. If this permit expires and is not renewed for any reason, all work constructed, maintained or operated under this permit shall, if the County so requests be removed without expense to the County and the road shall be left in as good a condition as it was before the said works were installed or constructed
6. The Permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at time of issue
7. Any permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the Director of Public Works (or designate) in her/his discretion deems proper
8. If during the life of this permit any acts are passed or regulations adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date on which they come into force
9. The design and specifications of the construction must not be changed without the approval of the County
10. Trees, shrubs, etc. on the right-of-way of a road must not be cut, trimmed, replaced or planted without the written permission of the County or its duly authorized agent.
11. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to this permit
12. The applicant is responsible for ensuring all locates have been completed prior to the commencement of the construction

Applicant Permit Procedure

Parts A and B must be completed for all applications:

Part A: General Information

- All areas of this section must be completed
- The telephone numbers included should be the preferred contact numbers for each party

Part B: Work Location

- All areas of this section must be completed
- On the second line of this section please use the nearest intersecting road as the reference point

Parts C through F contain additional attachments which list permit specific conditions and guidelines. Once the appropriate attachments have been reviewed Parts C through F should be completed as necessary in accordance with the following:

Part C: Right of Way (Road Use)

- This part is to be completed if work within the County of Brant right of way is necessary. (i.e. sewer connections, water connections, etc.)
- In order to complete this part place a mark in the check box at the top right of the section box and completely fill in the all fields.
- Any applicable notes should be printed clearly in the provided area.

Part D: Entrance Permit

- This part is to be completed if an entrance is to be constructed, modified, or hard surfaced
- In order to complete this part place a mark in the check box at the top right of the section box and completely fill in the all fields.
- Any applicable notes should be printed clearly in the provided area.

Part E: Sewer Connection

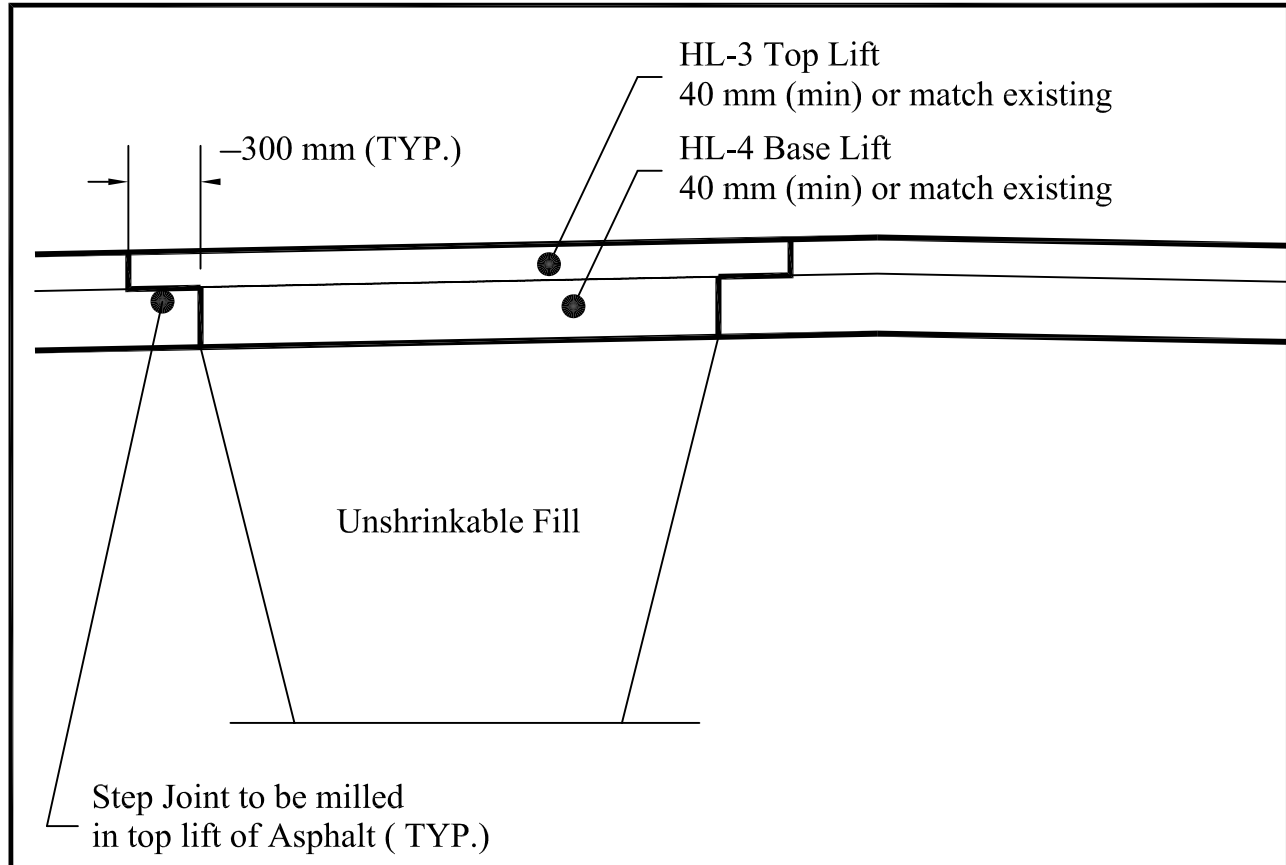
- This part is to be completed if a connection to the sanitary or storm sewer system is being added, altered or installed.
- If, in order to complete the new connection, it will be necessary to work within the County of Brant right of way, a Right of Way (Road Use) permit must be obtained.
- In order to complete this part place a mark in the check box at the top right of the section box and completely fill in the all fields.
- Any applicable notes should be printed clearly in the provided area.

Part F: Water Connection

- This part is to be completed if a connection to the County of Brant water system is being added, altered or installed.
- If, in order to complete the new connection, it will be necessary to work on public property, a Right of Way (Road Use) permit must be obtained.
- In order to complete this part place a mark in the check box at the top right of the section box and completely fill in the all fields.
- Any applicable notes should be printed clearly in the provided area.

Note: The permits noted above are not required if the proposed works are within an unassumed subdivision

Right of Way (Road Use)



CONSTRUCTION SPECIFICATIONS:

- 1) Asphalt Pavement to be sawcut to a clean vertical face.
- 2) Top lift of existing asphalt to be milled 300 mm wider than base lift to provide a milled step joint.
- 3) Native backfill to be used as fill unless unshrinkable fill is requested by the Road Operations Maintenance Manager or designate.
- 4) Base lift of Asphalt to be HL-4, PG 58-28
- 5) Top lift of Asphalt to be HL-3, PG 58-28
- 6) Tack Coat (SS-1 Emulsion) to be applied to all vertical and horizontal pavement surfaces.

CONSTRUCTION RESTRAINTS:

- 1) Restoration to be maintained for two years from date of restoration approval
- 2) The applicant is required to notify the County of Brant Public Works Dept a minimum of 24 hours and a maximum of 48 hours prior to the start of construction. The Public Works Department can be reached at 519-449-2451 Monday to Friday 8:30am to 4:30pm
- 3) Written permission is needed before unshrinkable fill is placed in the excavation.
- 4) Material used in construction must be approved by the Road Operations Maintenance Manager or designate.
- 5) Surface Treated Roads are to be repaired with unshrinkable fill, and a top lift of 40mm of HL-3. Gravel Roads are to be repaired with 150mm of Granular "A" and 450mm of Granular "B".

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Property Owner Information for Entrance Permits

Installation

The property owner shall engage an insured contractor; said contractor shall provide the municipality with proof of liability insurance of a minimum of two million dollars (\$2,000,000) prior to commencement of the work.

Curbs and/or Head walls

No curb or head wall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. Any future replacement, repairs or alterations to the curb or head wall will be the sole responsibility of the owner including any associated costs regardless of the reason for the work.

Maintenance of Entrances

Property owners having an entrance to a Municipal road are fully responsible for the maintenance of the entrance including the removal of snow and ice and keeping the portion of the entrance within the right-of-way in a safe condition for vehicular traffic. Each entrance to a Municipal road must be designed, constructed and maintained in a manner that will prevent surface water from the entrance way or from the adjoining property being discharged via the entrance onto the travelled portion of the highway.

Curb and Gutter Urban Areas

Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a drop curb at the entrance location. The existing curb shall be removed and replaced using materials and construction methods acceptable to the Roads Operations Manager or designate. The area between the curb and sidewalk is to be hard surfaced in accordance with the Roads Operations Manager or designate requirements. If there is no sidewalk, the area between the curb and property line is to be hard surfaced, in accordance with the Roads Operations Manager or designate requirements. In the event that an owner elects to hard surface using any material other than HL3 asphalt (i.e. Concrete, Paving Stones etc.) any future repairs by the county will consist of one 40mm HL3 asphalt lift. Repairs beyond this scope will be the sole responsibility of the owner who must bear all associated costs regardless for the reason of the work.

Costs

All costs for the entrance are the sole responsibility of the owner who shall guarantee the construction/placement of the work for a period of two years from the date of placement. It is the responsibility of the owner to obtain locates of utilities prior to construction. The property owner is responsible to ensure proper cover over existing utilities is maintained (i.e. if the owner installs a culvert over an existing watermain/service without the required depth of cover and the line freezes the owner will be responsible for all costs to correct.)

No used culvert will be permitted for use in a new entrance. All new culvert and must conform to the latest County of Brant Standards and Specifications.

Restoration

As per By-Law 176-99, "Where any person constructs or alters or permits the construction or alteration of an entrance without a permit or fails to comply with the terms and conditions of a permit, the altered portion of the highway may be restored by the municipality at the owner's expense and collected in like manner as taxes".

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PUBLIC WORKS DEPARTMENT – WATER DIVISION

REQUIREMENTS FOR CONNECTING TO THE MUNICIPAL WATER SUPPLY SYSTEM

1. All existing private systems must be completely disconnected prior to connecting to the Municipal water supply to prevent any cross contamination.
2. Please complete the attached Public Works Permit Application. Please contact the Water Division at 519-449-2451 for the amount of the required fee. Please note that some fee calculations will require research and may take up to 5 business days.
3. If the property is subject to a Development (Site Plan) Agreement, please submit the water connection permit application with the Development (Site Plan) Application to the Planning Division
4. If your property is not subject to a Development (Site Plan) Agreement, please provide a drawing of the site (the official site plan is preferable), which shows the location of buildings/structures, type of connection, location of connection, type of material for the water service and the size of the water service.
5. Please advise the Water Division (519-449-2451) and Building Department (519-442-6324) a minimum of 48 hours prior to the start of construction. This will ensure that an inspector can be available as required.
6. Industrial/Commercial connections require the installation (in the building) of a **Reduce Pressure Double Backflow Preventer**.

Please note that you will be required to have annual maintenance performed on the Reduce Pressure Double Backflow Preventer and submit proof of maintenance (on an annual basis) to the County of Brant, Water Division.

7. All Fire Prevention Lines must be flushed in accordance with the County's Spring and Fall flushing programs. This is the responsibility of the owner. Proof of flushing, in accordance with County policy, is to be provided to the County of Brant, Water Division, by June 1st and December 1st every year.
8. Please note that all applications will be reviewed for compliance with the Ministry of Environment Certificate of Authorization, County of Brant policies, County of Brant By-Laws and Ministry of Environment Permits to Take Water.
9. A completed and signed Public Works Permit Application must be on the site during the connection to the watermain.

Other Permits that may be required:

1. The property owner must contact the Building Department (519-442-6324) in order to obtain a building permit, if required.
2. If any works are to be constructed in the municipal right-of-way, including but not limited to the connection to the watermain, please complete Part C of the Public Works Permit Application
3. If any of the works require a connection to the municipal sanitary sewer or storm sewer, please complete Section E of the Public Works Permit Application.
4. If you have any questions, please contact the County of Brant's Water Division at (519) 449-2451. Billing for Water & Waste Water services is done through Brant County Power, (519) 442-2215.

County of Brant – Water Division