

OPERATIONS DEPARTMENT PUBLIC WORKS PERMIT APPLICATION

REVISED: 20190205

PART A: GENERAL INFORMATION

| | Owner/Applicant | Contractor (<input type="checkbox"/> same as Owner/applicant) |
|-----------------|-----------------|--|
| Name: | _____ | _____ |
| Street Address: | _____ | _____ |
| City: | _____ | _____ |
| Postal Code: | _____ | _____ |
| Telephone: | _____ | _____ |
| Email: | _____ | _____ |
| Date: | _____ | _____ |
| Signature: | _____ | _____ |

**** If not completed by the owner, a Letter of Authorization is required - see attached ****

PART B: WORK LOCATION

| Municipal Number | Street Name/Lot & Concession | Former Town/Township |
|------------------|------------------------------|----------------------|
|------------------|------------------------------|----------------------|

On The _____ Side of _____ about _____ Km _____ of _____

N/E/S/W
Road Name
Distance
N/E/S/W
Nearest Intersecting Road

Property Use: Residential Commercial Industrial Agricultural Institutional
 Other: _____

Building Permit Has Been Applied for: Yes No

Is the Property Subject To a Planning Application/Approval with the County: Yes No
 If Yes Provide: Copy or Planning Application Number: _____
 Type of Application: _____ Date: _____

Site Plan Attached: Yes No **Site Plan Accepted By the County:** Yes No

If a Site Plan is not attached, please provide a detailed sketch and attach to this application: Yes No

Notes: _____

Permit Number: _____ Permit Expiry Date: _____

PART C: RIGHT OF WAY (ROAD USE)

Type of Work: Street Excavation Service Excavation Hoarding Removal of an Entrance
 Other: _____

Location: Roadway Boulevard Sidewalk Driveway Other: _____

Notes: _____

PART D: ENTRANCE

New Entrance Temporary Entrance **Material Type:** _____

Hard Surface an Existing Entrance (Asphalt, Concrete, etc.) **Material Type:** _____

Change the Design of an Existing Entrance Change the Use of an Existing Entrance

Entrance Location Marked On Site: Yes No

Notes: _____

PART E: SANITARY SEWER CONNECTION

Diameter: _____ Length: _____ Grade: _____ Material Type: _____

Method of Connection: _____

Notes: _____

The applicant hereby requests any applicable frontage fees be amortized as permitted by the fees and charges by-law

PART F: STORM SEWER CONNECTION

Diameter: _____ Length: _____ Grade: _____ Material Type: _____

Method of Connection: _____

Notes: _____

The applicant hereby requests any applicable frontage fees be amortized as permitted by the fees and charges by-law

PART G: WATER CONNECTION

Diameter: _____ Length: _____ Material Type: _____

Method of Connection: _____

Back Flow Prevention Required: Yes No

Notes: _____

The applicant hereby requests any applicable frontage fees be amortized as permitted by the fees and charges by-law

PART H: FEES (In Accordance with the County's Current Fees & Charges By-Law)

Right of Way Permit:\$ _____ Security Deposit:\$ _____

Entrance Permit:\$ _____

Water Inspection:\$ _____ Water Connection:\$ _____ Water Frontage:\$ _____

Sanitary Inspection:\$ _____ Sanitary Connection:\$ _____ Sanitary Frontage:\$ _____

Storm Inspection:\$ _____ Storm Connection:\$ _____

Frontage fee(s) to be amortized over a period of 10 years at an annual interest rate of prime plus 1%

Total: _____ Received by: _____ Date: _____

Permit Number: _____ Permit Expiry Date _____

For County Use Only

PART C: RIGHT OF WAY APPROVAL

Insurance Company: _____ Expiry Date: _____
Site Specific Details: _____

Approved By (Name): _____ Date: _____
Signature: _____ Information Sheet Attached
Work Completed Date: _____ Signature: _____

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: _____m Sight Distance to The Right: _____m
Site Specific Details: _____

 Civic Address to be Assigned fter Construction
Sight Inspected By: _____ Date: _____
Approved By (Name): _____ Date: _____
Signature: _____ Information Sheet Attached
Work Completed Date: _____ Signature: _____

PART E: SANITARY SEWER CONNECTION

Work Approved: _____

Refer to Attached Information Sheet for Permit Conditions
Approved By (Name): _____ Date: _____
Signature: _____ Information Sheet Attached
Work Completed Date: _____ Signature: _____
Energy + has been notified to begin billing for services: Yes No

PART F: STORM SEWER CONNECTION

Work Approved: _____

Refer to Attached Information Sheet for Permit Conditions
Approved By (Name): _____ Date: _____
Signature: _____ Information Sheet Attached
Work Completed Date: _____ Signature: _____
Energy + has been notified to begin billing for services: Yes No

PART G: WATER CONNECTION

Work Approved: _____

Refer to Attached Information Sheet for Permit Conditions.
Approved By (Name): _____ Date: _____
Signature: _____ Information Sheet Attached
Work Completed Date: _____ Signature: _____
Energy+ Inc. has been notified to begin billing for services: Yes No Date: _____

Permit Number: _____ Permit Expiry Date _____

CONDITIONS

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

| | |
|---|---|
| <ol style="list-style-type: none">1. This permit is subject to all Municipal By-laws.2. The applicant is required to contact Public Works prior to the start of work. For specific division contact information please see the supplementary information document attached.3. All underground works are required to be inspected by a representative of the County of Brant before being backfilled.4. No work shall be started before a Public Works Permit for the work has been issued by the County of Brant.5. If this permit expires before the work is accepted, 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 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 without expression of written consent from the County of Brant.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 General Manager of Operations (or designate) in her/his discretion deems proper. | <ol style="list-style-type: none">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 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 utility/service locates have been completed and are valid, prior to the commencement of the construction.13. All work shall be constructed in accordance with the County of Brant Development & Engineering Standards, as amended.14. The property owner shall engage an insured contractor. The contractor shall provide the municipality with proof of liability insurance of a minimum of two million dollars (\$2,000,000), listing the County of Brant as additional insured, prior to release of the approved permit (<i>By-law # 33-12, s 7.3</i>). |
|---|---|

Permit Number: _____

Permit Expiry Date _____

**Operations Department
Public Works**
T: 519-449-2451 (TF: 1-888-250-2295)
F: 519-449-3382
pwpermits@brant.ca



County Administrative Building
26 Park Avenue
P.O. Box 160
Burford, ON N0E 1A0
www.brant.ca

**Operations Department - Public Works Permit Application
Letter of Authorization**

I/We _____, am/are the owner(s) of
Name(s) of owner(s)

the land at _____ to which is the
Address/Location to which this Permit is being applied for

subject of this Public Works Permit Application, and I/We authorize

_____,
Contractor

to make this application on my/our behalf.

Date

Name of Owner(s)

Name of Owner(s)

Signature of Owner(s)

Signature of Owner(s)

Property Owner Contact Information

Street Address: _____

City: _____

Postal Code: _____

Telephone #: _____ Alternate #: _____

Email Address: _____

Permit Number: _____ Permit Expiry Date _____

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OPERATIONS DEPARTMENT - PUBLIC WORKS PERMIT APPLICATION 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.
- Complete a letter of authorization if the permit is not completed by the owner (Template attached).

Part B: Work Location

- All areas of this section must be completed.
- On line two of this section, provide the nearest intersecting road as the reference point.
- Attach a Site Plan or sketch indicating location for all items being applied for.

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

Part C: Right of Way (Road Use)

- Complete this section if working within the County of Brant right of way (e.g. sewer connections, water connections, waste bins, sidewalk scaffolding, etc.).
- To complete this section, place an "X" in the check box located at the top left of this section and fill in the all fields completely.
- Print any applicable notes in the area provided.
- Provide concise drawing of traffic plan to be utilized for vehicle/pedestrian safety (e.g. barricades/signs/scaffolding etc.).
- Provide a certificate of insurance if required upon submission.

Part D: Entrance

- Complete this section if an entrance is to be constructed, modified, or hard surfaced.
- To complete this section, place an "X" in the check box located at the top left of this section and fill in all fields completely.
- Print any applicable notes in the area provided.
- Clearly mark the entrance location on site. Both outside corners are to be identified with stakes and/or paint.
- Provide a certificate of insurance if required upon submission.

Continued on next page

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Part E: Sanitary Sewer Connection

- Complete this section if a connection to the sanitary sewer system is being added, altered or installed.
- If you will be working within the County of Brant right of way to complete the new connection, **Part C: Right of Way (Road Use)** must also be completed.
- To complete this section, place an “X” in the box located at the top left of this section and fill in all fields completely.
- Print any applicable notes in the area provided.
- Include all units of measure.
- Define the method of connection. Explain how you intend to connect the sanitary service to the sanitary sewer main.
- Provide a certificate of insurance if required upon submission.

Part F: Storm Sewer Connection

- Complete this section if a connection to the storm sewer system is being added, altered or installed.
- If you will be working within the County of Brant right of way to complete the new connection, **Part C: Right of Way (Road Use)** must also be completed.
- To complete this section, place an “X” in the box located at the top left of this section and fill in all fields completely.
- Print any applicable notes in the area provided.
- Include all units of measure.
- Define the method of connection. Explain how you intend to connect the storm service to the storm sewer main.
- Provide a certificate of insurance if required upon submission.

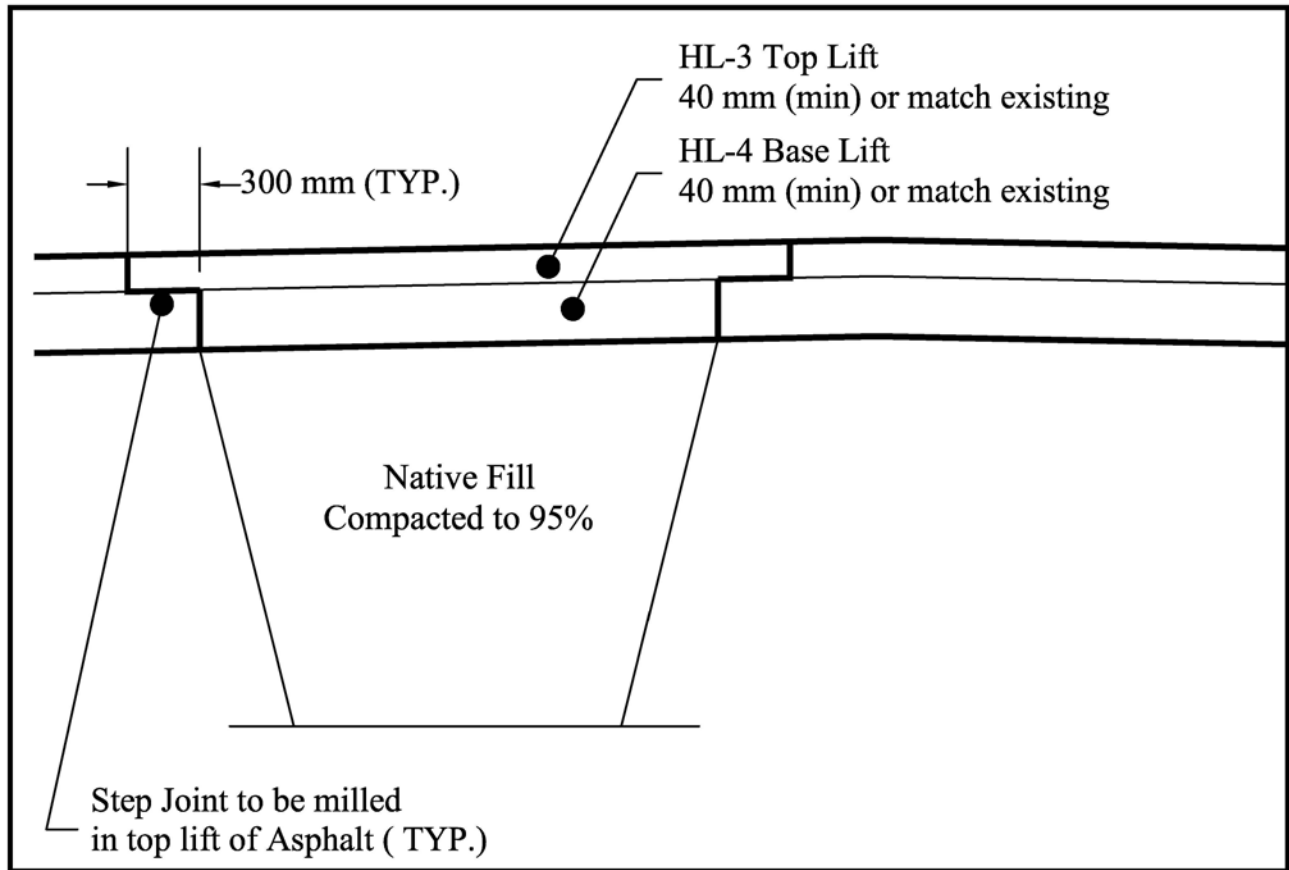
Part G: Water Connection

- Complete this section if a connection to the County of Brant water system is being added, altered or installed.
- If you will be working within the County of Brant right of way to complete the new connection, **Part C: Right of Way (Road Use)** must also be completed.
- To complete this section, place an “X” in the box located at the top left of this section and fill in all fields completely.
- Print any applicable notes in the area provided.
- Include all units of measure.
- Define the method of connection. Explain how you intend to connect the water service to the water main.
- Provide a certificate of insurance if required upon submission.

Note:

- A Public Works Permit is not required if the proposed works are within an unassumed subdivision.
- Please double check all the information you have provided or needed to fill out has been completed. Handing in an application that is incomplete may delay the issuance of the permit.

PART C: RIGHT OF WAY (ROAD USE)



CONSTRUCTION SPECIFICATIONS:

1. Asphalt pavement to be saw cut to a clean vertical face.
2. Top lift of existing asphalt to be milled 300mm wider than the base lift to provide a milled step joint.
3. Native backfill to be used as fill unless unshrinkable fill is requested by the Director of Roads 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 Public Works a minimum of 24 hours and a maximum of 48 hours prior to the start of construction at 519-449-2451, during office hours Monday to Friday 8:30 AM to 4:30 PM.
3. Written permission is needed before unshrinkable fill is placed in the excavation.
4. Material used in construction must be approved by the Director of Roads or designate.
5. Surface Treated Roads are to be repaired with a top lift of 40mm of HL-3. Gravel Roads are to be repaired with 150mm of Granular "A" and 450mm of Granular "B".



PART D: ENTRANCE – PROPERTY OWNER INFORMATION

Installation

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

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 Director of Roads or designate. The area between the curb and sidewalk is to be hard surfaced in accordance with the Director of Roads 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 Director of Roads 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 45-12, "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".



PART G: WATER CONNECTION

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 1 and December 1 every year.
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.
8. 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 Water Division at 519-449-2451. Billing for Water & Waste Water services is done through Energy+ 519-442-2215.