

**Temporary Works Application Form****Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I acknowledge that the Contractor noted below is acting as the constructor of the works on my behalf.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Details:**

Location/Address of Work: \_\_\_\_\_

Nature of Work: ☐ Water service ☐ Sewer lateral ☐ Other: \_\_\_\_\_Estimated Construction Date: \_\_\_\_\_ Trench Details: \_\_\_\_\_  
(dd/mm/yyyy) (length/width/depth)

☐ A plan/drawing must accompany this application showing dimension details, elevations, and location of proposed works. **All dimensions to be in metric units.**

☐ A copy of the constructor's general liability and vehicle liability insurance certificate in an amount not less than \$5,000,000 that can be achieved alone or in combination with an umbrella naming the Town of Pelham as an additional named insured and WSIB Clearance Certificate must be provided, prior to issuance of a permit.



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### Office Use Only

#### Fee Schedule (check all that apply)

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> <b>Refundable Security Deposit</b><br>(1-2-02000-1552-300187)     | <b>\$2,000.00/ea.</b>                |
| <input type="checkbox"/> <b>Administration Fee</b><br>(1-3-30300-2807-300187)              | <b>\$661.00</b> (non-refundable)     |
| <input type="checkbox"/> <b>Watermain Tapping Fee</b><br>(1-3-30300-2807-300187)           | <b>\$200.00/ea.</b> (business hours) |
| <input type="checkbox"/> <b>Niagara Region – Connection Fee</b><br>(1-3-90930-2807-300187) | <b>\$1,250.00</b>                    |

Subtotal: \_\_\_\_\_

HST: \_\_\_\_\_

**Total applicable fees:** \_\_\_\_\_  
(due upon issuance of permit)

#### Conditions:

1. This permit is subject to all Municipal By-Laws.
2. All works are to be in accordance with current Town of Pelham Standards and plans approved by the Town. It is the applicant's responsibility to provide all materials (i.e., saddle, meter pit, curb stop, etc.) necessary to complete the works. Please contact the Manager of Engineering to confirm what you require, prior to commencing work.
3. **Forty-eight (48) hours' notice** is to be given to the Public Works Department prior to commencement of construction. The applicant is responsible for obtaining all utility locates prior to commencing works. All existing services must be protected to the satisfaction of the applicable utility company.
4. **Forty-eight (48) hours' notice** is to be given to the Public Works Department for inspection of works before backfilling, and before reinstatement for inspection, as applicable.
5. The applicant agrees and accepts that a security deposit in an amount will be required by the Town prior to issuance of the permit and that the security will be held for a one (1) year warranty period. The deposit will not be returned until all works, including restoration, are completed to the satisfaction of the Town. The one-year



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warranty period may be shortened, or the security deposit amount may be modified, at the sole discretion of the Director of Public Works or designate, should the planned works be considered minor, and not involve restoration.

6. Work for which this permit is granted must be completed within six (6) months of the issue date or the permit will be void. The applicant further agrees that once work has commenced, it will be completed continuously, expeditiously and without delay.

7. The applicant agrees and accepts that should any portion of the works be deemed unsafe and substandard by the Department of Public Works, the security deposit may be used without notice, to complete repairs and/or restoration as deemed necessary.

8. The applicant agrees and accepts to restore all areas disturbed by this construction to pre-existing conditions or better. In urban areas curbs, sidewalks, boulevards, and any other Town infrastructure must be restored to current Town Standards. In rural areas shoulders to be restored with granular "A", cleared of mud and debris, etc. and restored to the original cross section. Ditches shall be restored to ensure positive drainage.

9. The applicant agrees and accepts to pay all charges from the Town for any required repairs performed by the Town as a direct result of this construction.

10. The applicant agrees and accepts full responsibility for the provision and maintenance of traffic control measures during construction for safe operation of the roadways and for the protection of pedestrians, at the applicant's sole expense. **If a road closure is required to perform the works, a Traffic Control Plan must be submitted for review prior to issuance of permit. The road may not be closed without written permission from the Town.**

11. The applicant agrees and accepts full responsibility for excavation and maintaining safe trench conditions and safe work conditions at the applicant's expense.

12. The applicant agrees and accepts to submit sanitary lateral and water service locate cards to the Town within four (4) weeks of completing the construction and installation of services.

13. If connection is proposed to a Regional Trunk Sewer, permission must be granted by the Niagara Region. Town staff will apply to the Niagara Region on behalf of the applicant. Please allow two weeks for response from the Niagara Region. If approved, the Niagara Region must be informed **48 hours prior** to commencement of construction.

14. I acknowledge that I have read this application form in full, including the additional conditions outlined on all pages, and that I understand, accept, and agree to the



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conditions, should a permit be approved and issued. I also agree to indemnify and save harmless the Town of Pelham and its employees from all damages or injuries and claims for damages or injuries related to the works for which this permit has been issued. I acknowledge that all works shall be completed in accordance with the applicable requirements of the Occupational Health and Safety Act.

#### **Additional Conditions from Public Works:**

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Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved By: \_\_\_\_\_

|                       |      |
|-----------------------|------|
| Name ( <i>Print</i> ) | Date |
| _____<br>Signature    |      |

A copy of the drawings accompanying this application must be provided to the Operations Group within the Public Works Department.

Date drawings sent to Operations Group: \_\_\_\_\_

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Deposit Released By (*initial*): \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Inspected By (*print*): \_\_\_\_\_