

**Utility Temporary Works Application Form****Owner/Utility:**

Name of Utility Company: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

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

Reference #: \_\_\_\_\_ Date: \_\_\_\_\_

**Project Details:**

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

Nature of Work: \_\_\_\_\_

☐ Water service      ☐ Hydro      ☐ Cable      ☐ Gas☐ Sewer lateral      ☐ Telephone      ☐ Other: \_\_\_\_\_Type of Construction (i.e., open trench, road bore, etc.):  
\_\_\_\_\_

Estimated Date of Construction: \_\_\_\_\_

Trench Details: (Length, Depth, Width): \_\_\_\_\_

Other: \_\_\_\_\_

Information: \_\_\_\_\_  
\_\_\_\_\_

☐ A plan or sketch must accompany this application, showing dimension details 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 some 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.

**Utility Temporary Works Application Form****Conditions:**

1. This permit is subject to all Municipal By-Laws.
2. Field locates of Town infrastructure, including services, in the area of proposed works must be obtained prior to commencing work.
3. 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 works. Please contact the Supervisor of Engineering to confirm what you require, prior to commencing work.
4. **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 and municipal services in the area prior to commencing works. All existing services must be protected to the satisfaction of the applicable Owner.
5. **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.
6. The applicant agrees and accepts that will be a one (1) year warranty period. The warranty period is for all the works carried as part of the Permit, including restoration, and are completed to the satisfaction of the Town. The one-year warranty period may be shortened, at the sole discretion of the Director of Public Works or designate, should the planned works be considered minor, and not involve restoration.
7. Work for which this permit is granted must be completed within one (1) year 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.
8. The applicant agrees and accepts that should any portion of the works be deemed unsafe and substandard by the Department of Public Works; the Town will rectify any unsafe or substandard work without notice and charge the applicant all applicable costs to complete repairs and/or restoration as deemed necessary.
9. The applicant accepts and agrees to **directional boring installation methods to be used to minimize impact to roads, driveways, mature trees, and sidewalks**. Boring shall be installed at a uniform depth and the depth noted on the approved drawings. No excavations within the drip line of any trees, or if required shall be by hand methods.

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10. The applicant agrees to restore all areas disturbed by this construction to pre-existing conditions or better. In urban areas curbs, sidewalks, roadways, driveways, boulevards, and any other Town infrastructure must be restored and reinstated 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.

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

12. 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.  
**The road may not be closed without written permission from the Town.**

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

14. If the proposed works include a Regional Road Allowance, permission must be granted by the Niagara Region to carry out any works within the Regions Road Allowance.

15. 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 conditions, should a permit be approved and issued. I also agree to indemnify and save harmless the Town of Pelham and its employees from any and 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 must be completed in accordance with the applicable requirements of the Occupational Health and Safety Act.



**Utility Temporary Works Application Form**

**Additional Conditions from Public Works:**

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

Date Of Inspection: \_\_\_\_\_

**Approved By:**

\_\_\_\_\_  
Name (*print*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature