

# Corporation of the Town of Carleton Place

175 Bridge Street, Carleton Place, ON, K7C 2V8, Phone: (613) 257-6200 Fax (613) 257-8170



## Excavation Permit Application

**\$100 Excavation Permit fee will be charged prior to permit issuance**

**Date of Application:** \_\_\_\_\_

### **Applicant Information:**

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

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

Primary contact name for this work: \_\_\_\_\_

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

Alternate contact for this work: \_\_\_\_\_

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

If this work is being completed on behalf of another party, provide the following information:

Company name: \_\_\_\_\_

Primary contact name for this work: \_\_\_\_\_

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

### **Project Information:**

Municipal address of excavation: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Description of Town property being excavated (check all that apply)

Roadway                  Sidewalk                  Driveway                  Asphalt                  Lawn

Other (please specify): \_\_\_\_\_

Will two-way vehicular traffic be affected? – Note: Traffic control must follow OTM Book 7 guidelines.

Yes                  No

Will pedestrian traffic be affected?

Yes                  No

Description of Project: \_\_\_\_\_

\*Please attach drawings of project to this application. Please include municipal addresses and street names.

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**While undertaking the work described on this application, the applicant shall adhere to the conditions below. Additional conditions may arise depending on the specific scope of work.**

1. Obtain location of all underground utilities prior to excavating and protect these utilities;
2. Assume responsibility for any claims against the Corporation as a result of the excavation work. The applicant must carry \$5,000,000.00 liability insurance to protect the Corporation during the work period;
3. Barricade and sign all excavation sites according to the requirements of the Highway Traffic Act; Note: Traffic control must follow OTM Book 7 guidelines
4. Excavate in accordance with the Ministry of Labour's Occupational Health and Safety Act;
5. Notify the Director of Public Works (or his designate) at least three (3) days in advance of beginning any work;
6. Reinstatement of the excavation trench to original or better conditions. Road cuts shall be reinstated with a minimum of 50mm HL3 asphalt placed over 300mm M.T.O. granular "A" gravel. Cold mix asphalt shall be placed temporarily in road cuts if there is to be a delay in placing hot mix asphalt;
7. Maintain all restoration for a period of one year;
8. Compensate the Corporation for any expenses incurred in connection with this work, such as the cost of:
  - Engineering design
  - Inspection personnel
  - Labour
  - Material
  - Equipment rentals;
9. If the applicant fails to complete the work to the satisfaction of the Director of Public Works or his designate, the Corporation shall complete the work and all costs incurred shall be charged to the applicant.

The applicant has read, understood, and hereby agrees to all conditions listed above.

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Name of Applicant

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Signature of Applicant

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Date