

# Road Occupancy Permit # ( \_\_\_\_ - \_\_\_\_ )

## Permit for Retention of Construction Materials, Objects or Structures on the City Road Allowance

Transportation Services, c/o City Hall 426 Brant Street P.O Box 5013  
L7R 3Z6 Phone: (905) 335-7671 Fax: (905) 335-7874



Date of Application: \_\_\_\_\_ Time of Application: \_\_\_\_\_ AM / PM Staff: \_\_\_\_\_  
DD - MMM - YY

Preferred Method of Contact:  Fax  E-mail

**Applicant:** \_\_\_\_\_  
Ontario Corporation Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Proposed:**  
Date (from): \_\_\_\_\_ Date (to): \_\_\_\_\_ overnight storage YES / NO  
Location(s): \_\_\_\_\_  
Actions: \_\_\_\_\_

### Traffic Control Plan:

The Applicant must submit a traffic control plan with this permit application. The traffic control plan must be in compliance with the Ontario Traffic Manual, Book 7 Temporary Conditions.

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Occupancy Details: (check all that apply)

- Other  Storage Container  Crane / Vehicles  Material / Debris

If other, please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Storage Container:**

Supplier: \_\_\_\_\_ Contact: \_\_\_\_\_

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

Description: \_\_\_\_\_ E-mail: \_\_\_\_\_

Overall Height: \_\_\_\_\_ (m) \_\_\_\_\_ (ft) Overall Width: \_\_\_\_\_ (m) \_\_\_\_\_ (ft)

Overall Length: \_\_\_\_\_ (m) \_\_\_\_\_ (ft) Overall Weight: \_\_\_\_\_ (kg) \_\_\_\_\_ (lbs)

Dumpster / Container left over night? Y / N

**Crane / Vehicles:**

C.V.O.R. License: \_\_\_\_\_ Gross Vehicle Weight: \_\_\_\_\_ (kg) \_\_\_\_\_ (lbs)

# of Axles: \_\_\_\_\_ Axle Spacing: \_\_\_\_\_

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

**Material:**

Description: \_\_\_\_\_ Quantity: \_\_\_\_\_

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

**Permit Requirements:**

**Permit Fee: 97.63**  Cash  Certified Cheque  Credit Card (Separate form to complete)

(Account # 533010 91172)

**Damage Deposit: \$1000**  Cash  Certified Cheque  Credit Card (Separate form to complete)

(Account # 4093120)

Liability Insurance: (Minimum \$2,000,000)  Copy of Policy (attached)

(The Corporation of the City of Burlington is to be listed as additional insured)

Firm: \_\_\_\_\_ Policy # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**City of Burlington Remarks:**

- |                          |             |                          |                             |
|--------------------------|-------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | RPM         | <input type="checkbox"/> | Parking Services            |
| <input type="checkbox"/> | Signals     | <input type="checkbox"/> | On-site Evaluation Required |
| <input type="checkbox"/> | Engineering | <input type="checkbox"/> | Work Order Required         |
| <input type="checkbox"/> | Transit     | <input type="checkbox"/> | Halton Region Police        |

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

The Applicant agrees to all conditions as shown herein and as shown below. The preceding information correctly describes the proposed occupancy being applied for. Any changes **MUST** be submitted to and approved by the Transportation Services Department a minimum of 48 hours in advance of the proposed occupancy date and time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Traffic Services

\_\_\_\_\_  
Engineering

**City of Burlington Road Occupancy Permit Conditions:**

**The Applicant Must:**

- A. Hold Public Liability & Property Damage Insurance for Not Less Than \$2,000,000 and by duly licenced. A Certificate of Liability Insurance **MUST** be included with the Permit Application **WITH THE CORPORATION OF THE CITY OF BURLINGTON NAMED AS AN ADDITIONAL INSURED**. This Certificate of Insurance is to have a cancellation clause giving the City of Burlington fifteen days minimum notice.
- B. Deposit of \$1000 (cash, certified cheque or credit card accepted) payable to the City of Burlington for each instance to cover the costs of any possible damages to any highway, services, utilities, landscape, etc., of the City, Region, Burlington Hydro Electric Commission or any public utility company plus cover the cost of any work carried out which are deemed necessary to accommodate the occupancy.
- C. Produce on demand of a Police Officer or an officer appointed for carrying out the provisions of the Highway Traffic Act of Ontario or any Municipal by-law, a copy of the permit issued.

**The Applicant Agrees:**

- D. To indemnify and save harmless the Corporation of the City of Burlington, its officers, employees, servants, and agents from and against any and all actions, cause of action, claims, demands, losses, damages, liability claims, suits of any nature whatsoever arising out of or in any way connected with the granting of this Permit and/or said placement on the Public Right-of-Way of the subject material and/or equipment that this Permit relates to.
- E. That the Applicant will be liable for any damages to Private or Public Property and/or any personal injuries suffered by any person that may occur as a result of the said placement of material and/or equipment.
- F. That the Applicant shall at all times adhere to all the rules and regulations as set out in the Ontario Traffic Manual, Book 7 Temporary Conditions. The Applicant shall supply all signs, flashers, barricades, pylons, delineators required to secure the material and/or equipment and detour traffic around the immediate work area.
- G. That the Applicant will adhere to all parking regulations and restrictions as per Parking By-law 87-2007 as amended and that the placement of any pertinent objects or materials will occupy only one (1) side of a highway in the immediate vicinity of the address listed under 'proposed' on the first page of this permit.

**The Permit, Unless Special Approval and/or Conditions Are Obtained and/or Stipulated by The City of Burlington:**

- H. That the Applicant pursue every available option prior to requesting the use of the roadway or boulevard, such as driveway, front lawn, or any other area's available on site. If a driveway is to be utilized for the placement of the material and/or equipment, permission will be given to exempt the residents vehicle(s) from the three-hour parking limit restriction for required duration, the exemption will be in place only during the period for which the material and/or equipment is placed on the resident's driveway. Exemption requests to Parking Services By-Law Enforcement 905-335-7816
- I. That should the use of the traveled portion of the roadway or Boulevard is the only available option, the request is to be submitted to the Transportation Services Department, a minimum of five working days notice is required, prior to the first day of the material and/or equipment placement.
- J. That the Director of Transportation Services or designate, be authorized to make the final decision regarding the placement of the material and/or equipment on the roadway, taking into the account the prevailing conditions, i.e.: weather; width of roadway; sight visibility; impact on vehicular traffic and pedestrian safety; emergency service vehicles; etc.
- K. Are issued in the Transportation Services Department, Burlington City Hall, 426 Brant St. from 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m. Forty-eight hours is required for processing.
- L. Is applicable only for those roadways under the jurisdiction of the City of Burlington.
- M. That should ANY of the above conditions not be met, the Applicant shall be notified by a Transportation Services Representative to immediately remove the material and/or equipment from the road allowance. Failure to comply with this instruction shall result in City forces arranging for the removal of same and the full cost of which will be invoiced back to the Applicant.