

## Temporary Road/Lane/Sidewalk Occupancy Application and Permit Form

(Construction and/or Equipment Installation)

**Municipality of Port Hope**

56 Queen St. Port Hope, ON L1A 3Z9

Telephone: 905.885.2431

Fax: 905.885.0507

Email: [publicworks@porthope.ca](mailto:publicworks@porthope.ca)

**FOR OFFICE USE ONLY**

Permit # \_\_\_\_\_

Received By \_\_\_\_\_

Date \_\_\_\_\_

Application Information:

Company/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

General Location of Work: **Note: Diagram Required**

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Date and Time of Occupancy:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**NOTE: Minimum 3 weeks' Notice is Required.**

Occupancy Locations:

**Check one:**

Roadway will be:

Fully Closed

Partially Occupied

Not Affected

**Check all applicable:**

Sidewalk

Shoulder

Boulevard

Hoarding

On-Street Parking Affected

Waste Disposal Bin

Moving Box

Bike Lanes

Vehicle Travel Lane

Construction Vehicle/Equipment: \_\_\_\_\_

Construction Material (Specify): \_\_\_\_\_

Other (Specify): \_\_\_\_\_

**General Description of Work:**

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The following documents must be attached and submitted with the application before approval can be provided. Please refer to the attached Checklist of additional information related to these items. Completed and signed application form (Page 1-2 only)

Complete Application and Site Diagram

Certificate of Insurance with Commercial General Liability coverage in the minimum amount of **\$2,000,000** per occurrence and name **“The Corporation of the Municipality of Port Hope”** as an Additional Insured.

Copy of written notification provided to all property owners, residents, and businesses within the occupancy limits, and emergency services, utilities, and other services.

Copy of Traffic Control Plan in compliance with the Ontario Traffic Manual, Book 7 Temporary Conditions.

Confirmation of parking arrangements made through Parking Enforcement Division, if required.

Copy of Approved Application Required for Entrance Permit, Street Excavation Approvals, or other, if required.

Permit fee as described in the current Fees and Charges By-law

I/We hereby agree to comply with the requirements and responsibilities as detailed on this form and any other condition which may be required by the Director of Works and Engineering.

\_\_\_\_\_  
Printed Name of Applicant                      Signature of Applicant                      Date

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

## Temporary Road/Lane/Sidewalk Occupancy Application and Permit Form

(Construction, Emergency Purposed, Building Renovation and Equipment Installation)

*Personal information on this form is collected under the authority of the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA), for the purpose indicated on this application in order to ensure required data is available for Road Occupancy. For further insight regarding the collection, use and disclosure of information collected please contact the Municipal Clerk.*

### CHECKLIST AND ADDITIONAL INFORMATION FOR APPLICANTS

#### RESPONSIBILITIES OF THE APPLICANT:

General Requirements/ Site Plan/Fire Route:

Diagram showing street names, North arrow, house/building numbers, curb lines, sidewalks, property lines, etc. as relate to the work area. The plan is to be submitted as an attachment to the application. If submitting electronically, .jpg or .pdf formats are accepted.

Insurance Requirements:

Certificate of Insurance with Commercial General Liability coverage in the minimum amount of \$2,000,000 per occurrence and name **“The Corporation of the Municipality of Port Hope”** as an Additional Insured. Cross Liability and 30 days written notice of cancellations are to be shown on the certificate. Insurance certificate must accompany the form before approval can be provided.

Notification Requirements:

One notice can be used for all notifications. The draft notice requires approval by the Transportation Manager before distribution. Email the draft notice to:

publicworks@porthope

Written notification needing to be given to property owners, residents and businesses. *(Final Notice to be hand delivered by applicant)*

Traffic Control Requirements:

Provision, erection, and maintenance of traffic control signage in conformance with the MTO Ontario Traffic Manual Book 7 Temporary Conditions for the duration of the lane occupancy- MTO Library Website -

<http://www.library.mto.gov.on.ca/search.asp?mode=search>

Traffic control signage plan for the proposed vehicles, objects, materials, or structures on the municipal road allowance

Provision of a police officer to provide traffic control may be required  
Provision of Traffic Control Persons to ensure the safety of pedestrians and motorists within the area of the lane occupancy.

**Other Permits or Approval Requirements:**

For works located on the public right of way, an Entrance Permit, Street Excavation Approvals, or other may be required. Application forms and information can be obtained from Works and Engineering at 5 Mill Street South, Port Hope

Hoarding permit application and information can be obtained from the Building Department, 5 Mill Street South, Port Hope

Parking arrangements for use and payment of parking spaces in the downtown (HBIA) area to be made through the parking services office located at 5 Mill Street South, Port Hope

**Locates:**

For utility locates contact Ontario one call:

- Water, waste water/storm water, electrical, streetlights, traffic, NETOPIKS communication cables, telephone, gas, and Cable TV)

**Responsibilities of the Municipality of Port Hope:**

Erection of peripheral detour route in accordance with Book 7 of the Ontario Traffic Manual. The cost to provide and install the peripheral detour route signage will be the responsibility of the applicant.

Parking services staff will determine the impact of the occupancy to on-street parking.

Notification to Emergency services, utilities and other services