

Public Works Service Application Form

Municipality of Port Hope

Municipal Development Team Office
Works & Engineering Department
5 Mill St. S
Port Hope, ON L1A 2S6
T: 905.885.2431
F: 950.885.0507

FOR OFFICE USE
Permit # _____
Received By _____
Date _____

Please complete all applicable sections of this form. Plans must be signed and sealed by a Professional Engineer licensed to practice in Ontario and four (4) copies are required with the application. Approved plans shall be released upon full payment of the calculated fees. Incomplete applications will be returned. If you are not the owner of the property a letter of permissions must also be submitted with plans.

Property Information:

Full Municipal Address: _____

Registered Land Owner: _____

Roll #: _____

Applicant Information:

Name: _____

Please check one: Person(s) Company

Address: Same as above

Telephone: _____

Email: _____

Fax: _____

This applicant hereby acknowledges and agrees to deposit with the Municipality of Port Hope the non-refundable Total Application Fee for all work(s) described herein in accordance with the Fees and Charges By-Law.

Total Application Fee: _____
 Application Submitted by (please print): _____
 Applicant Signature: _____
 Date: _____

**THIS IS NOT A VALID PERMIT IS THERE IS NO FINAL APPROVAL SIGNATURE
 OR PERMIT #**

The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, and will be used to determine compliance with the provisions of the Municipality's By-Laws. The information may be forwarded to various Departments and the County of Northumberland for comment. Questions about this collection should be directed to the FOI coordinator at 56 Queen Street, Port Hope, On L1A 3Z9 or clerk@porthope.ca.

FOR OFFICE USE ONLY

Application Approved for Payment Only (Initial): Yes No Date: _____
 Receipt Number confirming payment of Total Application Fee: _____
 Final Approval and Authorization to commence work, subject to conditions noted herein
 (please check one) Yes No

Final Works and Engineering Approval Signature: _____
 Date: _____

Please select all services that will apply:

Water Services:

- Residential 1" Water Meter
- Residential 5/8" Water Meter
- Commercial Water Meter
- Obstructed Water Meter
- Private Plumbing Connection
- Meter Certification (Meter Test)
- Abandonment of Water Service
- Damaged Curbstop
- Service Call (during business hours)
- Service Call (after hours)
- Residential Water Service Tapping
- Residential Water Service Connection (existing dwelling)
- Residential Water Service Connection (vacant lot/pre-serviced)
- Hydrant Meter
- Hydrant Flow Test
- Bulk Water Consumption

Waste Water Services:

- Residential Sanitary Service (vacant lot)
- Residential Sanitary Service (existing dwelling)
- Service Call (07:00-15:00 hours)
- Service Call (15:00 – 07:00 hours)
- Septage Waste Disposal Permit

Septage Waste Disposal
Septage Waste Disposal (after hours)
Obstructed Clean Out
Abandonment of Sanitary
Damaged Clean out Cap
Damaged Clean Out
Unapproved Encroachment/Obstruction (corrected)

Roads Services (Urban (U), Rural (R)):

(U) Residential Storm Service
(U) Asphalt Reinstatement
(U) Sidewalk Construction
(U) Curb Construction
(U) Curb Cutting
(U) Private Sweeping
(U) Vacant Lot Grass Cutting
(U) Bulky Waste Curbside Collection
(U)(R) Winter Maintenance of Un-assumed Roads
(U)(R) Oversize/Overweight Permit
(U)(R) Property Inquiry Request (lot grading compliance)
(U)(R) Entrance Culvert Installation
(U)(R) Entrance Culvert Extension
(U)(R) Private Roadway Signage

Works and Engineering Services:

 Servicing and Grading Review

 Municipal Utility Locate Fee

 Encroachment Permit

 Tree Work Permit

 Special Event Deposit

 Servicing Inspection

 Demolition Inspection (water, sanitary, and storm)

 Detail Review and Approval of on-site/off-site

 Works and Engineering Refundable Deposit