

# Road Occupancy Permit

Disposal Container & Construction  
Supplies Application Form

**Date:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

## Applicant Information

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Disposal Container / Construction Supplies

Supplier: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Description: \_\_\_\_\_ Email: \_\_\_\_\_  
Overall Height: \_\_\_\_\_ (m) Overall Width: \_\_\_\_\_ (m)  
Overall Length: \_\_\_\_\_ (m) Overall Weight: \_\_\_\_\_ (m)

## Proposed Location

Address: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Description: \_\_\_\_\_

To submit this application and provide payment please call 905-873-2600 ext. 2300 or visit the Building & Engineering counter at Town Hall, 1 Halton Hills Drive, Halton Hills.

## Permit Requirements

<b>Permit Fee: \$122.39</b>	Cash	Cheque	Debit/Visa
<b>Late Permit Fee: \$244.80</b>	Cash	Cheque	Debit/Visa
<b>Damage Deposit: \$510.00</b>	Cash	Cheque	Debit/Visa

**Certificate of Insurance:** Policy Number: \_\_\_\_\_

- **If the Home Owner has rented a disposal container and/or hired a Contractor to do the works:** Provide a Town's Certificate of Insurance form indicating a minimum of \$5,000,000 in Liability Insurance with the Town named as an additional insured; **or**
- **If the Home Owner is placing/removing aggregate onto/from the road themselves:** Provide a copy of the Home Owner's policy along with a letter from the broker on their letterhead acknowledging \$5,000,000 coverage and the description of the work to be performed.

**Declaration:** The applicant agrees to all conditions as shown herein and on this permit. The preceding information correctly describes the proposed occupancy being applied for. Any changes **must** be submitted and approved by the Transportation & Public Works department a minimum of five (5) days prior to the road occupancy.

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

\_\_\_\_\_  
Staff Approval Signature

\_\_\_\_\_  
Date of Approval

**This Permit is applicable only for highways under the jurisdiction of the Town of Halton Hills. The Applicant agrees to the following conditions:**

- 1) Prior to the start of disposal container or construction supplies placement, the Applicant agrees to comply with the requirements of the Ontario Traffic Manual Book 7, Temporary Conditions to the satisfaction of the Public Works and Traffic Division of the Transportation and Public Works Department.
- 2) The undersigned Applicant hereby agrees to indemnify and save harmless the Corporation of the Town of Halton Hills.
- 3) That the Applicant will be liable for any damages to Private Property or Public Road Allowance.
- 4) The Applicant **must** provide a Certificate of Liability Insurance that **must** be included with the Permit Application in the minimum amount of \$5,000,000 (five million dollars) **with the Town named as an additional insured, OR must** provide a copy of the Home Owner's policy along with a letter from the broker on their letterhead acknowledging \$5,000,000 (five million dollars) of coverage and the description of the work to be performed.
- 5) **Deposit of \$500.00** payable to the Corporation of the Town of Halton Hills to cover the cost of any possible damages to the road allowance or any services, utilities, landscape and Halton Hills Hydro infrastructure. The Town will retain the deposit until the road allowance is inspected by staff. Should there be any damage to the road allowance, the Town may draw the funds from the Deposit.
- 6) The Original copy of this permit must be produced upon request from Halton Regional Police Service, an officer appointed for carrying out the provisions of the Ontario Highway Traffic Act, Municipal Law Enforcement Officer, or Town official.
- 7) That the Applicant agrees to supply traffic cones with white colour retro-reflective tapes or any other traffic control devices, as required by the Ontario Traffic Manual Temporary Conditions, Book 7.
- 8) That the permit is issued and approved by Traffic Section of Transportation and Public Works Department.
- 9) That the Permit will be valid up to a maximum time of 14 days, subject to the Traffic Section approval.