



**TEMPORARY ROAD / LANE / SIDEWALK OCCUPANCY
APPLICATION AND PERMIT FORM**
(CONSTRUCTION, EMERGENCY PURPOSES, BUILDING
RENOVATION AND EQUIPMENT INSTALLATION)

APPLICATION IS HEREBY MADE FOR A TEMPORARY OCCUPANCY AS INDICATED BELOW:
This application is required and processed in accordance with City of Brantford By-law No. 117-2007, pursuant to
The Municipal Act, 2001. This application must be approved prior to the temporary occupancy going into effect.

APPLICANT INFORMATION:	COMPANY/AGENCY	
	CONTACT PERSON	
	ADDRESS	
	PHONE NO.	CELL NO.
	EMAIL:	FAX NO.
GENERAL LOCATION OF WORK	Note: Diagram Required	
DATE AND TIME OF OCCUPANCY:	Start Date: _____	End Date: _____
	Start Time: _____	End Time: _____
	Note: Minimum 10 working days' notice is required.	
OCCUPANCY LOCATIONS:	<u>Check one:</u>	
	Roadway Will Be: <input type="checkbox"/> Fully Closed <input type="checkbox"/> Partially Occupied <input type="checkbox"/> Not Affected	
	<u>Check all applicable:</u>	
	<input type="checkbox"/> Sidewalk <input type="checkbox"/> Shoulder <input type="checkbox"/> Boulevard <input type="checkbox"/> Hoarding <input type="checkbox"/> On-Street Parking Affected <input type="checkbox"/> Construction Vehicle/Equipment <input type="checkbox"/> Construction Material(specify): _____ <input type="checkbox"/> Waste Disposal Bin <input type="checkbox"/> Moving Box <input type="checkbox"/> Other (specify): _____	
GENERAL DESCRIPTION OF WORK		

The following documents must be attached and submitted with this application before approval can be provided.
Please refer to the attached Checklist for additional information related to these items.

- Certificate of Insurance with Commercial General Liability coverage in the minimum amount of \$2,000,000 per occurrence and naming "The Corporation of the City of Brantford" 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 City services.
- Copy of Traffic Control Plan in compliance with the Ontario Traffic Manual, Book 7 Temporary Conditions.
- Confirmation of parking arrangements made through Parking Services, if required.
- Copy of Approved Application Required for Driveway Permit, Street Excavation Permit, and Hoarding Permit, if required.

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 General Manager, Public Works Commission.

Print Name of Applicant

Signature of Applicant

Date

Approved by: _____

E. (Beth) Goodger, General Manager Public Works Commission

Date _____

CHECKLIST AND ADDITIONAL INFORMATION FOR APPLICANTS

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RESPONSIBILITIES OF THE APPLICANT:

GENERAL REQUIREMENTS:

- DIAGRAM SHOWING STREET NAMES, NORTH ARROW, HOUSE/BUILDING NUMBER(S), CURB LINES, SIDEWALKS, PROPERTY LINES, ETC. AS RELATE TO THE WORK AREA. THE PLAN IS TO BE SUBMITTED AS AN ATTACHMENT TO THE APPLICATION, INCLUDING TRAFFIC AND PARKING CONTROL, IF REQUIRED. IF SUBMITTING ELECTRONICALLY, .jpg OR .pdf FORMATS ARE ACCEPTABLE.

INSURANCE REQUIREMENTS:

- PROVISION OF A CERTIFICATE OF INSURANCE WITH **COMMERCIAL GENERAL LIABILITY COVERAGE IN THE MINIMUM AMOUNT OF \$2,000,000 AND NAMING THE "CORPORATION OF THE CITY OF BRANTFORD" AS AN ADDITIONAL INSURED. CROSS-LIABILITY AND 30 DAYS WRITTEN NOTICE OF CANCELLATION ARE TO BE SHOWN ON THE CERTIFICATE.** INSURANCE CERTIFICATE MUST ACCOMPANY THIS FORM BEFORE APPROVAL CAN BE PROVIDED.

NOTIFICATION REQUIREMENTS:

- ONE NOTICE CAN BE USED FOR ALL NOTIFICATIONS. THE DRAFT NOTICE REQUIRES APPROVAL BY THE TRANSPORTATION TECHNOLOGIST BEFORE DISTRIBUTION. EMAIL THE DRAFT NOTICE TO EMAIL: roadclosures@brantford.ca.
- EMERGENCY SERVICES, UTILITIES AND OTHER CITY SERVICES:
(Final Notice to be provided in .pdf format to Email: closurenotices@brantford.ca)
- WRITTEN NOTIFICATION 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 CITY 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, A STREET EXCAVATION PERMIT AND/OR A DRIVEWAY PERMIT WILL BE REQUIRED. APPLICATION FORMS AND INFORMATION CAN BE OBTAINED FROM ENGINEERING SERVICES AT CITY HALL - 519-759-1350.
- HOARDING PERMIT APPLICATION AND INFORMATION CAN BE OBTAINED FROM THE BUILDING DEPARTMENT, CITY HALL (519) 759-4150.
- PARKING ARRANGEMENTS FOR USE AND PAYMENT OF PARKING SPACES IN THE DOWNTOWN (BIA) AREA TO BE MADE THROUGH THE PARKING SERVICES OFFICE LOCATED AT THE MARKET CENTRE PARKADE: (59 Icomm Drive, Brantford, ON Telephone: 519-753-2311, Fax: 519-754-0724).

LOCATES:

- FOR UTILITY LOCATES CONTACT ONTARIO ONE CALL:
(WATER, WASTEWATER/STORMWATER, BRANTFORD POWER ELECTRICAL, STREETLIGHTS,
TRAFFIC, NETOPTIKS COMMUNICATION CABLES, TELEPHONE, GAS, CABLE TV)

Telephone
1-800-400-2255

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RESPONSIBILITIES OF THE CITY OF BRANTFORD:

- ERECTION OF PERIPHERAL DETOUR ROUTE IN ACCORDANCE WITH BOOK 7 OF THE ONTARIO TRAFFIC MANUAL. THE COST TO PROVIDE AND INSTALL 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.

SUBMISSION OF DOCUMENTATION:

THE FOLLOWING DOCUMENTATION MUST ACCOMPANY YOUR SUBMISSION FOR THE TEMPORARY OCCUPANCY:

- ✓ COMPLETED AND SIGNED APPLICATION FORM (PAGE 1 ONLY)
- ✓ CERTIFICATE OF INSURANCE
- ✓ SITE DIAGRAM
- ✓ DRAFT NOTIFICATION LETTER
- ✓ TRAFFIC CONTROL PLAN

METHODS OF SUBMISSION:

- By Email
Email to: roadclosures@brantford.ca
- or
- In Person
Attention: Laura Welsh, Transportation Technician
Public Works Commission, Corporation of the City of Brantford
100 Wellington Square, Brantford, ON N3T 5R7
Business Hours: Monday to Friday – 8:30 am to 4:30 pm

Inquiries can be directed to:

Laura Welsh, Transportation Technician
Public Works Commission, Corporation of the City of Brantford
Telephone No. (519) 759-1350 Ext. 5428
Email: roadclosures@brantford.ca

City of Brantford, Engineering Services Division
Revised 2016-08-01

DATE FORM RECEIVED BY CITY OF BRANTFORD ENGINEERING SERVICES
