



TEMPORARY ROAD/SIDEWALK OCCUPANCY PERMIT
(CONSTRUCTION AND EMERGENCY PURPOSES)
PERMIT #ROP20_____

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. The Application will be reviewed by the City of Brantford and successful Applicants will receive a signed permit by e-mail. Application fees are non-refundable, even if a permit is denied.

APPLICANT INFORMATION:	Company/Agency: _____	
	Work Performed on Behalf Of: _____	
	Contact Person: _____	
	Address: _____	
	Phone No: _____	Cell No: _____
	Email: _____	
DATE AND TIME OF OCCUPANCY:	Start Date: _____	End Date: _____
	Start Time: _____	End Time: _____
	Note: Minimum 10 working days' notice is required for processing	
FEES:	Partial Occupancy: <input type="checkbox"/> 30 Days or Less (\$76.72) <input type="checkbox"/> More than 30 Days (\$153.45)	
	Full Occupancy/Closure: <input type="checkbox"/> 30 Days or Less (\$248.23) <input type="checkbox"/> More than 30 Days (\$496.45)	
OCCUPANCY LOCATIONS:	<u>Check all applicable:</u>	
	<input type="checkbox"/> Road	<input type="checkbox"/> Sidewalk/Pathway <input type="checkbox"/> Boulevard/Shoulder <input type="checkbox"/> Bike Lane
	<input type="checkbox"/> Hoarding	<input type="checkbox"/> Downtown BIA <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): _____
LOCATION & DESCRIPTION OF WORK:	Note: Diagram Required	

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
- Draft written notification provided to all those effected - to be approved by the City prior to distribution
- Traffic Control Plan
- Confirmation of parking arrangements
- Copy of Approved related permits

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: _____

General Manager Public Works Commission or Designate

Date

OFFICE USE ONLY

Date Received: _____

Permit Fee: _____

Receipt #: _____

Method of Payment: _____

Account #: _____

Checklist and Additional Information for Applicants

TEMPORARY ROAD OCCUPANCY PERMIT (CONSTRUCTION AND EMERGENCY PURPOSES)

Responsibilities Of The Applicant:

Site Diagram:

- 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 "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 City of Brantford before distribution. Once the notice is approved it must be distributed as soon as possible prior to the start of work as follows:
- Hand deliver the notice to all residents and businesses effected
 - Email the notice to emergency services, utilities and other City services at closurenotices@brantford.ca
 - If your construction is located in the downtown, email the notice to the BIA at info@downtownbrantford.ca

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 occupancy – MTO library website
<https://www.library.mto.gov.on.ca/SydneyPLUS/Sydney/Portal/default.aspx?component=AAAAIY&record=34657287-fb36-43a2-84d7-7dc2c5e0d3a6>
- 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 occupancy.

Other Permits Or Approval Requirements:

- 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).
- For works located on the public right-of-way, a Street Excavation Permit and/or a Driveway Permit will be required when cutting into the ground. Application forms and information can be obtained from Public Works at City Hall - 519-759-4150 or at the following: <https://www.brantford.ca/en/living-here/street-excavation-permit.aspx>,
<https://www.brantford.ca/en/living-here/driveway-permit.aspx>
- Hoarding Permit application and information can be obtained from the Building Department, City Hall (519) 759-4150.

Fees:

- Please refer to the current Fees and Charges By-law for the applicable Road Occupancy Fees. All application fees must be paid prior to the application being processed.
- All costs to provide, install and remove peripheral detour routes and advisory signage by the City of Brantford will be the responsibility of the applicant. These costs will be invoiced to the applicant once the work has been completed.

Locates:

- For Utility locates contact Ontario One Call at 1-800-400-2255

Checklist and Additional Information for Applicants

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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.

Submission Of Documentation:

The Following Documentation Must Accompany Your Submission For The Temporary Occupancy:

- ✓ Completed and signed application form (page 1 only)
- ✓ Site Diagram
- ✓ Certificate of Insurance
- ✓ Draft Notification Letter
- ✓ Traffic Control Plan
- ✓ Additional Approved Permits
- ✓ Permit Fee

Methods Of Submission:

- By Email (application fee must be paid prior to the application being processed)
Email to: roadclosures@brantford.ca

or

- In Person
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

Personal information on this form is collected under the authority of section 10(1) of the Municipal Act, 2001, as amended and will be used to contact the applicant with regard to the road/lane occupancy request. Questions about this collection should be directed to the Engineering Services Division, City of Brantford, 100 Wellington Street, Brantford, ON N3T 2M2, or 519-759-4150.