

For Use by Municipal Administration	
Application number	Date received

A. Project Information (Mandatory)

Address	
Work Number	Legal Description
Work to Begin	Nearest Intersection
Work Site location <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West	
Work Area Location <input type="checkbox"/> Road <input type="checkbox"/> Sidewalk <input type="checkbox"/> Public Property <input type="checkbox"/> Private Property	

B. Applicant (Mandatory)

Owner
 Authorized agent of owner
 Public Utilities Company (Bell, Hydro, etc)

Last name	First name	Corporation or Partnership
Address		
Telephone number	Cell number	Email

C. Owner (if different from applicant)

Last name	First name	Corporation or Partnership
Address		
Telephone number	Cell number	Email

D. Request for Work

Please show the dig site area on your sketch in Section G and sign disclaimer in APPENDIX A of this application form .

Work from	To	
Excavation Depth	Excavation Width	Excavation length
Area is marked		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, marked with what:		

E. Purpose of application

Private entrance (culvert work only)

Permit and inspection fee \$300

- New culvert
- Culvert replacement
- Secondary entrance (measurements in sketch of proposed work)
- Ditch fill
- Widening of entrance with culvert

Proposed widening width _____

Direction of widening _____

Distance from intersection (if applicable) _____

Performance of work

Work will be completed by:

- a contractor;
- myself.

Road Cut Work

Permit fee \$150 + deposit (refundable upon final approval inspection, 1 year after issuance of permit)

- Ditch Cut (including drilling under road)
- Gravel Road cut
- Asphalt half of road cut
- Asphalt full road cut

The department of Public Works will be in charge of informing emergency services of a road closure.

We must be informed at least 5 days prior to the road work.

Other Work

- Any type of work within road right-of-way (Municipal Consent)
- Ditch cleaning

F. Description of Proposed Work

Please provide short description of work in writing :

G. Sketch of proposed work

Please provide a detailed sketch of proposed work below or attached to this application form. A sketch is essentially a graphic representation of the property showing the location of the proposed work in relation with the property. A cross section is required if work is complete underground.

H. Agent Authorization

I, _____
(Print name of property owner)

am the registered property owner(s) of the property described in this application form, do hereby authorize

(Print name of the authorized agent)

to make applications and amendments on my behalf. It is understood that we will abide by all by-laws and acts of the Township of Russell and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

Date

Signature of Property Owner

I. Declaration of applicant

I, _____ certify that
(Print name)

1. The information contained in this application, attached schedules and other attached documentation is true to the best of my knowledge.
2. If the applicant is a corporation or partnership, I have the authority to bind the corporation or partnership.
3. I authorize the Township of Russell personnel to enter onto my property in order to inspect the work done.
4. I will comply with all by-laws, regulations and information within this application form and **will request locates with Ontario One Call.**
5. I will not adversely affect the drainage of any property.
6. I will not alter the information provided in this application before getting written consent from the Municipality.
7. I, hereby accept all responsibility for any damage caused to municipal infrastructure or any other properties within the Township of Russell as a result of any type of work on or adjacent to the property described in this application. If such damage occur, I shall immediately notify the Infrastructure Services Department of the Township of Russell and immediately effect, at my own cost and expense, such repairs as are required by the Township of Russell. For a warranty period of one year after completion, I shall be responsible for all works performed, materials, costs and repairs made.
8. I acknowledge and agree that no interest will be paid on deposits of permits.
9. In the case of abandonment of all or portion of the Work or of the non-commencement of any project the permit fees will still be applicable and will have to be paid by the owner (Only applicable for private entrance permit and road cut permit).
10. I will be responsible to contact all stakeholders if a road closure is required.
11. Any contractors conducting work within the Township of Russell road right-of-way must have a valid insurance policy for Comprehensive General Liability Insurance with limits of not less than \$2,000,000 per occurrence.

Date

Signature of applicant

1. The excavator must have a copy of a valid Location Approval Certificate or written confirmation from all following companies, commissions and departments on the job site during excavation.
 - Ontario Hydro-Electric Commission or Embrun Hydro (whichever is applicable)
 - Bell telephone Co. of Canada
 - Enbridge Gas
 - Township of Russell infrastructure services
2. The Infrastructure services department must be notified at 613-443-1747 or via email at infrastructure@russell.ca two (2) working days prior to excavation.
3. A Public Utilities Water Distribution/Wastewater Collection Operator and a Public Works Operator must be on site during excavation of any water, sanitary sewer, storm sewer and road works.
4. The excavator shall not work outside the located area without obtaining another locate.
5. When working within 1.5m of services, all digging is to be done by hand. Mechanical equipment must not be used.
6. CAUTION : Hand dig within 0.5 m as measured horizontally from the filed markings to avoid damaging the underground utilities.
7. Depth varies and must be verified by hand digging or vacuum excavation.
8. If there is any damage caused to the municipal infrastructure you may be held liable.
9. If you damage utilities, immediately contact the Public Utilities at 613-443-1747 and request the Operator on Call (24/7 emergency availability).
10. No person, except a Township of Russell Public Utilities Operator is permitted to operate, open, close, remove or tamper with any water or sewer works. No person shall interfere with or damage any water or sewer works. (Reference: Safe Drinking Water Act, 2002 and Township of Russell bylaw 23-2010). Every person who contravenes or fails to comply with any provision of this bylaw is guilty of an offense and on conviction is liable to a fine.
11. I hereby indemnify the Corporation of the Township of Russell, it's officers, agents, servants, and workmen from all cause of action, loss, costs or damages arising from the execution, non-execution or imperfect execution of any work authorized by this by-law whether with or without.
12. Any contractors conducting work within the Township of Russell road right-of-way must have a valid insurance policy for Comprehensive General Liability Insurance with limits of not less than \$2,000,000 per occurrence.
13. I, hereby accept all responsibility for any damage caused to municipal infrastructure or any other properties within the Township of Russell as a result of any type of work on or adjacent to the property described in this application. If such damage occur, I shall immediately notify the Public Works Department of the Township of Russell and immediately effect, at my own cost and expense, such repairs as are required by the Township of Russell. For a warranty period of one year after completion, I shall be responsible for all works performed, materials, costs and repairs made.
14. I will be responsible to contact all stakeholders if a road closure is required.

Date

Signature of applicant