



**SITE SERVICING
ROAD OCCUPANCY PERMIT APPLICATION
\$300 APPLICATION FEE**

Permit No.: _____

Any person or persons intending to construct underground infrastructure within the Corporation of the City of Welland's Right-of-Way must first apply for a Site Servicing Road Occupancy Permit. All applications will be considered; however not all requests will be approved.

The permit must be in the name of the person(s) (Contractor) performing the work.

Applicant Information	Work & Location
Company Name: _____ Contact: _____ Mailing Address: _____ _____ Business Phone: _____ Cell: _____ E-Mail: _____	Purpose of Work: _____ Location(s): _____ _____ Owner's Name: _____ Owner's Phone: _____ Anticipated Start Date: _____ Anticipated Completion Date: _____ Road Closure Required: Yes No Date / Time for Road Closure: _____

Details		
<input type="checkbox"/> Water Service	<input type="checkbox"/> Sanitary Service	<input type="checkbox"/> Storm Service
<input type="checkbox"/> Mainline Watermain Extension	<input type="checkbox"/> Mainline Sewer Extension	<input type="checkbox"/> Other: _____

Provide a Description of Work to be Done Below and Provide a Sketch on a Separate Sheet

Date of Application	Applicant Signature

In consideration of any permit issued, with respect to this application, the applicant hereby agrees to observe, keep, perform and be subject to the regulations and conditions of said permit and indemnify and save harmless the Corporation of the City of Welland from all claims and/or actions to which it may be liable for reason of anything done or omitted to be done in the construction of the work authorized.

Applicant shall notify the City of Welland Construction Supervisor a minimum 48 hours prior to the commencement of construction by calling 905-735-1700 Ext. 2180

<i>This section to be completed by City of Welland staff</i>	
Application Fee: \$ _____	Security Deposit: \$ _____
Received By: _____	
Conditions for Issuance:	

City Authorization: _____	Date: _____



SITE SERVICING ROAD OCCUPANCY PERMIT CONDITIONS

GENERAL:

The conditions for applicants seeking to construct underground site servicing works within the Corporation of the City of Welland Right-of-Way (ROW) are described herein.

1. Any person or persons intending to construct underground infrastructure within the Corporation of the City of Welland (City) ROW must first apply for a Site Servicing Road Occupancy Permit.
2. The permit must be in the name of the person(s) (Contractor) performing the work, not the name of the person(s) for whom the work is being performed (Developer/Private Property Owner).
3. A Site Servicing Road Occupancy Permit will be required for, but not limited to the following types of underground construction works within the municipal ROW:
 - i. Installation/Replacement of a Water Service to a private property;
 - ii. Installation/Replacement of a Sanitary Service to a private property;
 - iii. Installation/Replacement of a Storm Service to a private property; and
 - iv. Extension of any municipal mainline sewer and/or watermain including all required appurtenances.

For construction of other underground infrastructure, contact the City's Construction Supervisor at 905-735-1700 extension 2180.

4. Required Documents to be provided prior to permit approval:
 - i. A dimensioned drawing illustrating the location of the work with reference to property lines, existing municipal mainline sewers and watermain and all applicable invert elevations.
 - ii. Certificate of Insurance confirming \$5,000,000.00 Commercial General Liability and \$2,000,000.00 Automobile Liability insurance coverage valid for the duration of the work within the municipal ROW. The Corporation of the City of Welland shall be listed as additionally insured on the certificate attesting to Commercial General Liability coverage.
 - iii. A WSIB clearance certificate, valid for the duration of the work within the municipal ROW.
 - iv. A security deposit is required and will be held for the duration of work. The deposit will be in an amount reflecting the costs estimated to restore granular trenches, asphalt surfaces, concrete curb and gutter, sidewalk and applicable landscaping to preconstruction condition. The City's Construction Supervisor will determine the security deposit amount based on the work proposed. The deposit will be returned upon confirmation that all conditions related to the permit have been satisfied.
5. ROAD/LANE CLOSURE(S) IS NOT PERMITTED without prior written approval and submission of a Traffic Management Plan for review and approval and a Traffic Control Plan for review by the City.

The applicant must provide a Traffic Control Plan in accordance to the "Ontario Traffic Manual" (OTM) Book 7. The applicant agrees to accept full responsibility and expense to supply, maintain, clean and place all barricades, warning signs, delineators, flashing lights and other safety warning devices necessary for the protection of the public and the safe operation of the work being performed. The City has the right to request additional signage/barricades as required.

6. Two-way traffic must always be maintained with lane closures and opened nightly with the proper signage. ***Applicant is responsible for contacting all emergency services regarding approved road closures.***



SITE SERVICING ROAD OCCUPANCY PERMIT CONDITIONS

7. All works must be designed and constructed in accordance with the City of Welland Municipal Standards, the latest revision of the Niagara Peninsula Standard Contract Documents and all applicable legislation including the Ministry of Labour Occupational Health & Safety Act.
8. Any work taking place on Regional roads will require an additional permit from the Niagara Region. Inspection of works may need to be coordinated between the City and the Niagara Region.
9. It shall be the applicant's responsibility to request marking or other location information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations, prior to the start of construction.
10. The contractor must include root protection for all existing trees within the municipal ROW. The City of Welland's Forestry Foreman shall be notified of any tree trimming or tree disruption prior to construction. The City's Forestry Foreman can be contacted at 905-735-1700 extension 3021.
11. The applicant is responsible to notify the City's Construction Supervisor a minimum of **48 hours** prior to the start of construction to ensure a Construction Inspector will be available to review the works. The Site Servicing Road Occupancy Permit may be revoked should the applicant fail to comply with this requirement.
12. A City Construction Inspector shall inspect all materials and appurtenances prior to their installation. Any items deemed unacceptable are to be tagged or otherwise identified as "unacceptable" and removed from site immediately.

Infrastructure installations shall NOT be backfilled until such time that the City's Construction Inspector has reviewed the workmanship. Failure to comply with this condition will require the applicant to excavate the infrastructure for construction review by City staff.
13. **A City of Welland Certified Water Operator (CWO) must be present to directly supervise ALL work completed on any drinking water system and only a City CWO shall operate valves on that system. All disconnection/reconnection of water services must be completed under the supervision of a City CWO.**
 - i. The City of Welland's Standard Operating Procedure for Watermain Distribution Repair & Installation can be found on the website; <https://www.welland.ca/Eng/EngStandards>
14. **ONLY** City of Welland forces will tap water services greater than 50mm (2"). An additional prepaid fee of \$460.00 will be required for this service in accordance with By-law 2020-148. A minimum 48 hours' notice will be required to schedule City forces.
 - i. A Testing Schedule Plan as stipulated in the Niagara Peninsula Standard Contract Documents will be required for all water services greater than 50mm (2") and must be submitted to the City for review and approval.
15. The applicant shall protect and maintain all service crossings including but not limited to sanitary sewer laterals, water services, storm sewer leads, existing water/sewer mains etc. All damaged services shall be repaired by the applicant to original condition or better and to the satisfaction of the City of Welland at no cost to the City. The City's Construction Inspector and/or Construction Supervisor is to be notified immediately if any damage to services occurs.



SITE SERVICING ROAD OCCUPANCY PERMIT CONDITIONS

16. The applicant is responsible for keeping the roads within the limits of construction graded and free of potholes. The construction site must be checked each night prior to the contractor leaving for the day, any potholes found must be filled at that time unless directed otherwise by City staff.
17. All final restorations must be completed on the City's ROW within 30 days from the start of construction and must be completed to the City of Welland Municipal Standards prior to the release of the security deposit.
18. The permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, the City Engineer or his designate shall take action she deems necessary to reinstate the site for public protection at the expense of the applicant. In all cases the decision of the City Engineer is final.

<p>I/ We hereby acknowledge that I have read and understand the general conditions as provided above. Please provide initials in the box provided.</p>	<p>Initials:</p>
--	------------------