



**Town of Saugeen Shores**  
Road Occupancy Permit

**Municipal Consent:**

**Owner (Proponent/Company/Organization)**

**Contractor**

Owner:

Contact:

Contractor:

Contact:

Address:

Address:

City:

Province:

Postal:

City:

Province:

Postal:

Phone:

Cell:

Phone:

Cell:

E-mail:

E-mail:

**Permit Information:**

Schedule

From:

-

Time:

-

**Locate #:**

Comments:

Primary (Site) Contact:

Primary (Site) Phone:

**Location/Activity Information:**

Road Name:

Between Roads:

And:

Activity Description:

Excavation:

*Check all that apply.*

Asphalt

Sidewalk

Curb/Gutter

Boulevard

Median

None

Length (m):

Width (m):

Depth (m):

Closure Type:

None

Full Closure

Lane Closure

Parking Lane

Sidewalk

Description of lane/sidewalk restriction:

Are you installing a water and/or sanitary service connection?  Y  N

*If yes, please complete the Application for Sewer and Water Service prior to submitting the Road Occupancy Permit application.*



**Town of Saugeen Shores**  
Application for Lateral Sewer & Water Service

Property Owner:	Telephone:	
Address:	Lot:	Plan:
Installer (Contactor):	Telephone:	

**Site Plan Must Include:**

1. Driveway Location
2. Approximate location of proposed sewer and water service
3. Existing structures
4. All dimensions and distances from property lines

**Regulations:**

1. All approvals are required prior to issuance of a building permit or starting work
2. The installation of the service connection will be done by a qualified individual approved by the Town of Saugeen Shores.
3. The installation must be completed within 60 days of signing of this application
4. The applicant is required to notify the municipality 24 hours in advance of the date and time of the installation and shall permit the inspector to examine any part or all of the service connection and private sewer line **prior to backfilling.**
5. No construction or landscaping on municipal lands save and except for approved driveways, grass and sod.

**Site Plan:**

**Conditions of Approval:**

1. All Road and/or lane closures must conform to Ontario Traffic Manual, Book 7, and Temporary Conditions.
2. Contractor must ensure the work area and right-of-way is restored & safe at the end of each day.
3. Full temporary restorations to be completed immediately to the satisfaction of the Town of Saugeen Shores.
4. If applicant/contractor is installing a water/sanitary connection, the water/sanitary connection portion of the application must be completed.
5. Permit fee shall be paid in accordance with the current Fees & Charges By-law.
6. Securities may be collected at the discretion of the Director to ensure completion of the works. Progressive reductions may be applicable.

The Proponent, the Contractor, their heirs, executors, administrators and assigns will indemnify and save harmless the Town from any and all claims, demands, suits, actions and judgments made, brought or recovered against the Town and from all loss, costs, damages, charges or expenses that may be incurred, sustained or paid by the Town by reason of the granting of the Road Occupancy Permit, including any loss resulting from any violation under the Occupational Health and Safety Act. The Contractor and Owner are responsible for ensuring they have satisfactory insurance coverage.

R.S.O. 1990, c. O.1, together with defense costs, fines and penalties. The Contractor shall be considered the “constructor” for the purposes of the Occupational Health and Safety Act. The indemnity provisions of this Agreement shall survive the termination of the Agreement.

This Road Occupancy Permit is conditional upon the Owner (Proponent) or Contractor signing below and agreeing to the conditions listed above. The Town of Saugeen Shores confirms that electronic signature of this document is acceptable.	
<b>Print Name:</b>	<b>Signature:</b>

Form to be submitted to the Town of Saugeen Shores by e-mail to [building@saugeenshores.ca](mailto:building@saugeenshores.ca)

<b>TOWN OF SAUGEEN SHORES – FOR OFFICE USE ONLY</b>			
Approved by:	Date:	Fee Paid	<input type="checkbox"/> Y <input type="checkbox"/> N
		Traffic Control Plan Received	<input type="checkbox"/> Y <input type="checkbox"/> N
		Insurance Certificate Received	<input type="checkbox"/> Y <input type="checkbox"/> N
		Sanitary/Water Application Received	<input type="checkbox"/> Y <input type="checkbox"/> N

<b>TOWN OF SAUGEEN SHORES—OFFICE USE ONLY</b>	
<b>Sewer:</b>	
Connection to main with new municipal sewer lateral	<input type="checkbox"/> Y <input type="checkbox"/> N
New customer sanitary service installation	<input type="checkbox"/> Y <input type="checkbox"/> N
Replacing an existing customer sanitary service	<input type="checkbox"/> Y <input type="checkbox"/> N
Existing sanitary cleanout at property line	<input type="checkbox"/> Y <input type="checkbox"/> N

Require sanitary cleanout at property line	<input type="checkbox"/> Y <input type="checkbox"/> N
Private sewer service (type of material/size of pipe):	
<b>Water:</b>	
Connection to watermain with new municipal water service	<input type="checkbox"/> Y <input type="checkbox"/> N
Replacing an existing customer water service	<input type="checkbox"/> Y <input type="checkbox"/> N
Replacement required for existing curb stop and rod	<input type="checkbox"/> Y <input type="checkbox"/> N
Customer water service (type of material/size of tubing):	

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Approval by: \_\_\_\_\_

Date: \_\_\_\_\_