

TOWN OF WHITCHURCH-STOUFFVILLE ROAD OCCUPANCY PERMIT APPLICATION

THE MUNICIPALITY OF WHITCHURCH-STOUFFVILLE
111 SANDIFORD DRIVE
STOUFFVILLE, ONTARIO L4A 0Z8
PH: 905-640-1900 FAX: 905-640-7957

Permit No: ROP2025 -

Date of Application:	
Company / Contractor Name:	
Address:	
Business Telephone Number:	Business Fax Number:
Applicant's Name (If Different From Above):	
After Hours / Emergency Contact Person:	After Hours / Emergency Telephone Number:
Type of Work:	
Start Date:	
Completion Date:	
Location:	
Between:	
SKETCH BOX:	

Applicants Signature: _____ **Date:** _____

Application Fee Paid Amount \$ _____

Town of Whitchurch-Stouffville Approval: _____ **Date:** _____

TERMS AND CONDITIONS

1. It is understood that all works will be constructed, altered, maintained, or operated at the expense of the undersigned and that the work must not begin before an approved permit has been issued by the Town of Whitchurch-Stouffville.
2. The issuance of a permit by the Town does not relieve the holder of the responsibility of complying with relevant municipal by-laws.
3. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and hold harmless the Corporation of the Municipality of Whitchurch-Stouffville, represented by the Public Works and Planning & Development Department staff, from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Town of Whitchurch-Stouffville may suffer or sustain or for which the Town of Whitchurch-Stouffville may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
4. Application fees are payable by credit card, cash, check or money order payable to: **The Town of Whitchurch-Stouffville** and must be included with this application.
5. A Certificate of Insurance must be provided, at time of approval, with the Town of Whitchurch-Stouffville named as co-insured and held harmless in the event of accidents.
6. Traffic control and signage will be performed in accordance with Book 7 of the Ontario Traffic Manual – Temporary Conditions. A copy of the traffic plan must be submitted with this application.
7. The applicant's staff shall **ALWAYS** all wear safety equipment including hard hats, reflective vests, and safety boots while on the Town's Road allowance.
8. The Town does not permit full closure of any Municipal Roads without approval from the Town of Whitchurch-Stouffville Council or Director of Public Works.
9. Permits are only valid for the date, time, location, duration, and type of work listed on the permit.
10. A copy of the approved permit must be always available on the job site during construction.
11. All changes and/or deviations from the approved permit must be approved by the Public Works and/or Planning & Development Departments prior to such work taking place.

NOTES:

- **Major ROP Application** – For applications covered under a Municipal Access Agreement (MAA) or a Municipal Consent Agreement (MC) or require occupation of the right-of-way for greater than 5 days or as determined by Public Works.
- **Minor ROP Application** – For all other work not covered under a Major ROP or require occupation of the right-of-way for less than 5 days or as determined by Public Works.
- Applications submitted by member Municipalities for Municipally owned properties are excused from these fees.