



Entrance Permit Schedule A

Insurance Requirements

Options 1 to 3 of the following insurance requirement options shall be applied to an entrance permit, based on the categories of field/farm, residential, commercial. Once an option has been selected, insurance is required from the Contractor or the Property Owner/Permit Holder; whomever is completing the installation of the entrance. Further, based on the potential risks to the County posed by a large commercial entrance installation, staff will have discretion to increase the limits and types of coverage required for a large commercial entrance permit under Option 3.

Option 1: Insurance Requirements for the County of Grey Residential and Field/Farm Entrance Permits

Requirements of the Contractor:

The Contractor shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the County of Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) The County of Grey shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured;
- d) Non-owned automobile coverage with a limit of at least \$2,000,000 including contractual non-owned coverage;
- e) Products and completed operation coverage (Broad Form) with a minimum limit of \$5,000,000;
- f) An aggregate limit not less than \$5,000,000;
- g) That 30 days prior notice of cancellation which reduces coverage shall be given in writing to the County of Grey;

The contractor shall also obtain and keep in force, during the term of this Agreement, automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

The contractor shall provide certificate(s) of insurance to the County of Grey prior to the approval of any and all works being performed under the approved entrance permit.

Requirements of the Property Owner/Permit Holder:

The property owner/permit holder shall provide proof of property liability insurance to the County of Grey in the amount of not less than \$2,000,000.

The property owner/permit holder shall provide proof of automobile liability insurance under a standard Automobile policy with limits of not less than \$1,000,000 in respect of each owned or leased vehicle.

Please provide the above in the form of a letter from your insurer, or a certificate of insurance.

Option 2: Insurance Requirements for the County of Grey Commercial Entrance Permits

Requirements of the Contractor:

The Contractor shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the County of Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) The County of Grey shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured;
- d) Non-owned automobile coverage with a limit of at least \$5,000,000, including contractual non-owned coverage;
- e) Products and completed operation coverage (Broad Form) with a minimum limit of \$5,000,000;
- f) An aggregate limit not less than \$5,000,000;
- g) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the County of Grey.

The contractor shall also obtain and keep in force, during the term of this Agreement, automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

The contractor shall provide certificate(s) of insurance to the County of Grey prior to the approval of any and all works being performed under the approved entrance permit.

Requirements of the Property Owner/Permit Holder:

The property owner/permit holder shall provide proof of property liability insurance to the County of Grey in the amount of not less than \$5,000,000.

The property owner/permit holder shall provide proof of automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

Please provide the above in the form of a letter from your insurer, or a certificate of insurance.

Option 3: Insurance Requirements for the County of Grey Large Commercial Entrance Permits

Requirements of the Contractor:

The Contractor shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the County of Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence;
- b) The County of Grey shall be named as an additional insured;
- c) The policy shall contain a provision for cross liability in respect of the named insured;
- d) Non-owned automobile coverage with a limit of at least \$5,000,000, including contractual non-owned coverage;
- e) Products and completed operation coverage (Broad Form);
- f) An aggregate limit not less than \$10,000,000;
- g) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the County of Grey.

The contractor shall also obtain and keep in force, during the term of this Agreement, automobile liability insurance under a standard Automobile policy with limits of not less than \$5,000,000 in respect of each owned or leased vehicle.

Requirements of the Property Owner/Permit Holder:

The property owner/permit holder shall provide proof of property liability insurance to the County of Grey in the amount of not less than \$5,000,000.

The property owner/permit holder shall provide proof of automobile liability insurance under a standard Automobile policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.

Please provide the above in the form of a letter from your insurer, or a certificate of insurance.

All Permit fees for entrance, encroachment, and advertisement sign applications must be accompanied with the payment identified as per the below fee schedule. The payment includes an administration fee and a holdback. The administration fee is non-refundable. If the permit is approved, the holdback will be returned once the applicant has submitted a declaration that the work has been completed as per the requirements and Grey County staff has inspected the work site and agree that the work has been completed properly. If the work is not approved, the holdback will be retained.

Type of Permit	Application Fee	Holdback Fee	Payment Required
New Entrance Residential	\$335.00	\$300.00	\$635.00
New Entrance Field	\$335.00	\$300.00	\$635.00
New Entrance Commercial	\$2,350.00	\$4,000.00	\$6,350.00
Change of Usage	\$335.00	\$300.00	\$635.00
Change of Design	\$335.00	\$300.00	\$635.00
Temporary	\$335.00	\$300.00	\$635.00
Encroachment Permit	\$635.00	\$0.00	\$635.00
Billboard Sign	\$12.55/m ²	\$0.00	\$12.55/m ²
Location Sign	\$26.30/m ²	\$0.00	\$26.30/m ²
Special Event Sign	\$0.00	\$0.00	\$0.00
Advertising/Decorative Sign	\$0.00	\$0.00	\$0.00



Notification of Field Work

Transportation Services Department
595 9th Avenue East, Owen Sound, ON N4K 3E3
Tel: 519-376-7337 / Fax: 519-376-0967

Type:

Entrance Permit Encroachment Permit Advertising Sign

Other: _____

This completed notification must be submitted at least **48** hours prior to commencing work on Grey County right-of-ways by Fax: 519-376-0967 or email to roads@grey.ca.

Company Name Work Is For: _____

Contractor Performing Work: _____

Location of Work: Grey County Road Number _____

Closest Civic Address (if available): _____

Township/Municipality: _____

Date of Work: _____

Description of Work: _____

Duration of Work: _____

Typical Layout (TL) Figure Number: TL- _____

Type of Operation

Plowing Off Road Cut Entrance Trenching Pole Work

Lane Closure Road Closure Sign Installation Directional Drilling

Signature

Print Name

Date

Notes:-



Entrance Permit Declaration for Holdback Release

Director of Transportation Services
County of Grey
595 9th Avenue East
Owen Sound, ON N4K 3E3

Re: Declaration of Completion of Entrance Permit No. _____

I, _____, declare that the entrance pertaining to the above noted permit has been:

1. Fully constructed as per the conditions of the permit.
2. There is no damage to County of Grey property that was a result of this work.
3. There are no outstanding claims regarding this work.
4. All labor, material services and otherwise incurred or suffered have been paid in full.
5. There are no liens as a result of this work.

I am requesting that the County of Grey release my holdback and forward it to the following address:

Print Name

Signature

Date



Entrance Permit Final Inspection Request Form

Permit Number	
Property Owner / Permit Holder Name	
Entrance Location Civic Address	
Street Name	
Former Township/Municipality	

I hereby request a final inspection on my entrance, located at the above-noted address, as per the permit number indicated. All requirements have been met as per the applicable County of Grey Policy, and all related work has been completed.

Signature of Permit Holder

Date

OFFICE USE ONLY:

Signature of Inspector

Date

APPROVED

This entrance permit has been inspected and deemed satisfactory by County of Grey Staff. Approval to return the security deposit to the permit holder in the amount of \$_____ is hereby given.

NOT APPROVED (if not approved, please see comments below)

This entrance permit has been inspected and does not conform to County of Grey requirements at this time. Further work is required. The following outlines the issues preventing approval:

Director of Transportation

Date