



Permit Number (For Office Use)	
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**Applicant Contact Information:**

Name	
If Numbered Company, Please Provide Name of Principal Contact Person	
Address (Including Postal Code)	
Telephone Number	
Fax Number	
Email	

**Application For:**

Commercial		Residential	
Municipal		Recreational	
Public Utility		Other	

**Application To:**

Construct		Maintain		Repair		Move Existing		Alter - Other	
Remove		Classification Change		Change in Ownership					

Date of Service	
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**Description of Works:**

The following Works are within the limits of a County Road. The Works will be in place until removal or relocation is requested by the County of Grey. If removal or relocation is requested, such removal/relocation shall be at the sole expense of the Applicant, unless covered under the Public Service Works on Highways Act.

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**Worksite Location:**

Property Owner Name		Property Owner Telephone Number	
Grey Road Number or Road Name		Located on Which Side of Road (N/E/S/W)	
Distance From Nearest Intersecting Road		Name of Nearest Intersection Road	
Nearest Civic Address Number		Amalgamated Municipality	
Concession Number		Lot Number	
Former Township		City / Town	

**Work Crosses:**

OVER the County Road		UNDER the County Road		The County Road at GRADE LEVEL	
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Work is on the Right-Of-Way for a Distance of \_\_\_\_\_ feet / metres.

Distance of Works from Center Line \_\_\_\_\_ feet / metres.

From Property Line \_\_\_\_\_ feet / metres.

Depth of Works Below Grade of County Road Center Line \_\_\_\_\_ feet / metres.

Length and Diameter of Pipe / Culvert, if any \_\_\_\_\_ feet / metres.

If Application is for a water line or sewer approved by or subject to the approval of the Ministry of the Environment or for a water pipe line or sewer in which this Ministry is involved in any way:

Approval Received		Approval Not Received		Not Applicable	
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Please provide a copy of approval with Application.

Indicate which, if any, of the following will be affected:

Road Drainage		Trees, Shrubs, Plantings		Guide Rail		Signs		Nil	
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Four (4) copies of a detailed plan and profile, drawn to scale and the specifications of the encroachment showing the proposed work, location, materials, reinstatement of County property and how the work will be conducted, must accompany each application.

The Applicant understands that:

1. Each encroachment permit application shall be subject to the payment of a fee. The fee shall be submitted with the application. The fee amount is set by the County of Grey from time to time and is available for viewing at the Transportation Services office or on the website.
2. Failure to pay the prescribed fee shall result in the cancellation of the permit.
3. Municipalities are exempt from the encroachment permit fee, but are still responsible for applying for an encroachment permit.
4. The encroachment for which this permit is issued must be completed within six (6) months of the date that the permit is issued or the permit shall be void and cancelled by the County of Grey.
5. An extension of the expiry date may be approved, approved with or without additional conditions, or denied by the County of Grey.
6. If this permit expires and is not renewed, all works constructed, maintained or operated under this permit, if the County of Grey so requests, shall be removed forthwith at no cost to the County of Grey.
7. In addition to the conditions of this permit, the Applicant must meet all of the requirements of the local municipality and any other agency having jurisdiction.
8. An encroachment permit may be cancelled at any time for breach of the regulations or conditions of this permit or for such other reasons as the County of Grey in its sole discretion deems proper.
9. All work authorized by this permit shall be carried out in accordance with approved plans, specifications and any relevant agreement(s), and subject to the approval of the County of Grey. The Applicant must bear all expense related thereto.
10. The Applicant shall complete and provide a Notification of Field Work Form to the County of Grey's Transportation Services Department, 48 hours in advance of the commencement of the approved works.
11. All lane closures shall conform to Ontario Traffic Manual Book 7. Prior to the approved works beginning, the layout shall be provided in writing to the County of Grey.
12. Vegetation on the right-of-way must not be cut or trimmed without the written permission of the County of Grey. Any cutting or trimming permitted must be carried out in compliance with requirements specified by the County of Grey or its authorized agent and at the expense of the Applicant.
13. During the works of the encroachment, the Applicant shall ensure that the operation of the County road is not interfered with and that the right-of way remains free of debris, earth or other material.
14. All work shall conform to the Occupational Health and Safety Act.

15. The Applicant agrees that it shall, at its own expense, procure and carry, or cause to be procured and carried and paid for, full workers' compensation coverage for itself and all workers, employees, and others engaged in carrying out the approved works or, if the Applicant is exempt from the requirement to carry workers' compensation coverage, the Applicant shall provide written confirmation of such exemption to the County of Grey.
16. At all times, both during construction and throughout the entire period of existence of the approved encroachment, the Applicant is at all times responsible for any and all maintenance and repairs necessary to be made to the encroachment work and all parts thereof.
17. If during the life of this permit any Acts are passed or regulations adopted which affect the rights herein granted, the said Acts and regulations shall be applicable to this permit from the date on which they come into force.
18. The Applicant shall indemnify and hold harmless the County of Grey, its officers, members of Council, agents, servants, employees, invitees or licensees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this permit attributable to bodily injury, sickness, disease or death or to damage to or destructions of tangible property including loss of revenue or incurred expense resulting from disruption of service; and/or caused by any acts or omissions of the Applicant, its officer, agents, employees, with respect to activities undertaken arising out of this permit and/or by the existence of the approved encroachment.
19. The Applicant shall, at its expense, obtain and keep in force insurance coverage in amounts acceptable to the County. Specific requirements shall be determined by the County on a case by case basis, based on County policy and procedures. No work shall commence without providing the appropriate proof of coverage to the County of Grey, in relation to the carrying out of the approved Works.
20. The Applicant shall be responsible for all damage caused to County of Grey property in relation to the carrying out of the approved works.
21. Throughout the installation period, the Applicant shall immediately notify the County of Grey of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the road and/or the encroachment.
22. The Applicant agrees to protect all survey markers and monuments in the vicinity of the work and agrees to replace all markers and monuments if damaged.

- The Required Fee of \$\_\_\_\_\_ is enclosed.  
Please make cheque or money order payable to the Corporation of the County of Grey.
- The Required Fee is Waived.
  - Municipalities are exempt from the encroachment permit fee, but are still responsible for applying for an encroachment permit.
  - Utility providers that pay property tax to the County on their respective in-ground infrastructure (i.e. Union Gas) are exempt from the encroachment permit fee, but are still responsible for applying for an encroachment permit.
- The Required Insurance Documentation is enclosed.
- The Required Detailed Plan and Profile is enclosed.

I hereby acknowledge that I have read and understand the County of Grey Encroachment Permit Policy and Procedure, the terms of this Encroachment Permit Application and further wish to apply for an encroachment permit based on these terms, by which I will abide. I, the undersigned, have the authority to bind this permit.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**OFFICE USE ONLY:**

Patrol	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
Inspectors' Recommendations	<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended <input type="checkbox"/> Referred To Director			
Name of Inspector				
Signature of Inspector				
Date				
Comments				

APPROVED

This encroachment permit application has been approved. The permit will expire six (6) months from the date of execution by the Engineering Manager as indicated below. **Please submit a completed Notification of Field Work Form to the office 48 hours prior to initiating work.**

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

This encroachment permit application does not conform to County of Grey requirements and therefore will not receive approval. The following outlines the issues preventing approval:

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\_\_\_\_\_  
Engineering Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Transportation Services

\_\_\_\_\_  
Date

Six (6) Month Expiry Date	
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Upon completion of the works as noted in this encroachment permit application, the permit holder shall submit a Final Inspection Request Form to the Transportation Services Office.

# Encroachment Permit Schedule A

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## Insurance Requirements

Staff will select 1 of the 2 following insurance requirement options to be applied to an encroachment permit, based on the type and scope of the encroachment. Further, based on the potential risks to the County posed by an encroachment, staff will have discretion to increase the limits and types of coverage required for an encroachment permit under Option 2.

### Option 1

The Permit Holder shall, at its expense, obtain and keep in force during the term of this Agreement, 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) Commercial General Liability, including:
  - i. The Owner shall be named as an additional insured, including a provision for cross liability;
  - ii. Property Owner Liability Insurance required for the Permit Holder completing the work of not less than \$2,000,000/occurrence;
  - iii. If the Permit Holder has a Contractor completing the work, the Contractor shall supply a limit of liability of not less than \$5,000,000/occurrence;
- b) If the Permit Holder is the Contractor, Automobile Liability Insurance under a standard Automobile policy with limits of not less than \$2,000,000/occurrence in respect of each owned or leased vehicle;
- c) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage's shall be given in writing to the County of Grey.

The Permit Holder shall provide a certificate of insurance to the County of Grey prior to approval of any and all works being performed under the approved encroachment permit.

## Option 2

The Permit Holder shall, at its expense, obtain and keep in force during the term of this Agreement, 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) Commercial General Liability with a limit of liability of not less than \$10,000,000/occurrence, including:
  - i. The Owner shall be named as an additional insured, including a provision for cross liability.
  - ii. Non-owned automobile coverage of not less than \$5,000,000/occurrence.
  - iii. Products and completed operation coverage of not less than \$10,000,000/occurrence.
- b) Environmental Liability coverage with a limit not less than \$2,000,000/occurrence;
- c) Automobile Liability Insurance under a standard Automobile policy with limits of not less than \$5,000,000/occurrence in respect of each owned or leased vehicle;
- d) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage's shall be given in writing to the County of Grey.

The Permit Holder shall provide a certificate of insurance to the County of Grey prior to approval of any and all works being performed under the approved encroachment permit.



## Permit Fee Schedule

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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.

<b>Type of Permit</b>	<b>Application Fee</b>	<b>Holdback Fee</b>	<b>Payment Required</b>
New Entrance Residential	\$255.00	\$300.00	\$555.00
New Entrance Field	\$255.00	\$300.00	\$555.00
New Entrance Commercial	\$1,550.00	\$4,000.00	\$5,550.00
Change of Usage	\$255.00	\$300.00	\$555.00
Change of Design	\$255.00	\$300.00	\$555.00
Temporary	\$255.00	\$300.00	\$555.00
Encroachment Permit	\$555.00	\$0.00	\$555.00
Billboard Sign	\$11.00/m <sup>2</sup>	\$0.00	\$11.00/m <sup>2</sup>
Location Sign	\$23.10/m <sup>2</sup>	\$0.00	\$23.10/m <sup>2</sup>
Special Event Sign	\$0.00	\$0.00	\$0.00
Advertising/Decorative Sign	\$0.00	\$0.00	\$0.00

