



## **Town of Orangeville Driveway Widening/Curb Cut Application Information Sheet (Supplemental to Road Occupancy Permit)**

The following Application is strictly for the purpose of widening a residential driveway and associated curb cuts where applicable. All other works to be undertaken within the boulevard or Municipal right-of-way shall be considered under the road occupancy permit process.

The Applicant shall indemnify and save harmless the Corporation of the Town of Orangeville, its Council and its employees and servants from all claims, demands, actions and proceedings, by whomsoever made or brought, in respect of any cost, expenses, loss, damage or injury, including death arising by reasons of or in connection with issuing this permit. Furthermore, the Applicant hereby releases and forever discharges the parties aforesaid from and against all claims or demands whatsoever which it, its successors or assigns, can, shall or may have by reasons aforesaid against any or all of the said bodies.

The requirements and conditions of this permit shall be performed to the satisfaction of the General Manager of Infrastructure Services (GMIS), or his designate; otherwise, the driveway widening/curb work site may be closed, and all works ceased until all requirements are met. The GMIS or his designate reserves the right to cancel or suspend this permit wherever and whenever it is deemed necessary. The Applicant accepts full responsibility for any and all damage by all related operations.

This permit is not valid until all copies are signed, approved, and issued. A copy of the permit shall be retained by the Applicant and be on site at all times. Permits are valid for the date, time, locations, and type of work listed only.

Where applicable the Town of Orangeville's General Conditions and Standard Specifications, Standard Drawings and the Ontario Provincial Standard Drawings/Specifications Manuals shall form an integral part of the permit.

Prior to undertaking any of the said works, the Applicant shall satisfactorily locate all utilities from the appropriate utility companies.

Works shall be undertaken during normal construction hours of operation, 7:00 am to 7:00 pm. No work shall be undertaken on Sundays.

Works shall not interfere with vehicular traffic. Road surfaces and sidewalks are to be kept clear of obstructions and debris.

The Applicant agrees to complete the driveway works/curb cut and undertake full restoration within a three (3) month period from the date of receipt of a valid permit.

The Town has the right to recover any cost it may incur to rectify damages to the right-of-way and/or any other Municipal property or infrastructure.

The Town reserves the right to enter onto the site to inspect the works and to ensure compliance with the permit and all attached conditions.

### **Completing Form**

Application form to be filled out and a copy of the legal boundary survey is to be attached to the Application form and which clearly shows the proposed works in relationship to the lot lines. The Application must be emailed or delivered in person to Infrastructure Services, 87 Broadway, 2<sup>nd</sup> Floor, Orangeville, Ontario L9W 1K1 E-mail address: [publicworksinfo@orangeville.ca](mailto:publicworksinfo@orangeville.ca)

The Application will be processed within five (5) business days of receipt of a complete Application form. The Town of Orangeville will as part of the review and approval process undertake a site inspection to satisfy themselves of the proposed works. In addition, the Planning Division will review the application to ensure all zoning requirements and by-laws have been adhered to and can be complied with. Applicants will be notified when compliance cannot be met. Information on current by-laws and zoning can be obtained by contacting the Planning Division 519.941.0440 Extension 2228 or by visiting the Town's website at <http://www.orangeville.ca> .

Approval notification to the applicant will be made by telephone or e-mail.

**There is no charge for this application/permit.**

**A damage deposit of up to \$500 may be required upon approval of permit and prior to initiating any site works. The damage retainer shall be returned upon satisfactory completion of the work.**



Return complete Application Form (this page) to: Infrastructure Services, 2<sup>nd</sup> Floor, 87 Broadway Orangeville, ON L9W 1K1. When signed, this form becomes the permit and must be on site and available for review at all times.

Telephone: 519-941-0440 Ext. 2250 or E-mail: [publicworksinfo@orangeville.ca](mailto:publicworksinfo@orangeville.ca).

Please fill in the following information as well as all the measurements indicated in the diagram. In addition to this application, it is required that the Applicant submit a copy of the legal lot survey if available. Please submit by e-mail or drop off your application to the above noted address.

Date: \_\_\_\_\_ Date Received (Date Stamp)

Name (Property Owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

House #

Street Name

City/Town

Province

Postal Code

Phone: Preferred # (\_\_\_\_) \_\_\_\_\_ Alternate # (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Location of Property: \_\_\_\_\_

House #

Street Name

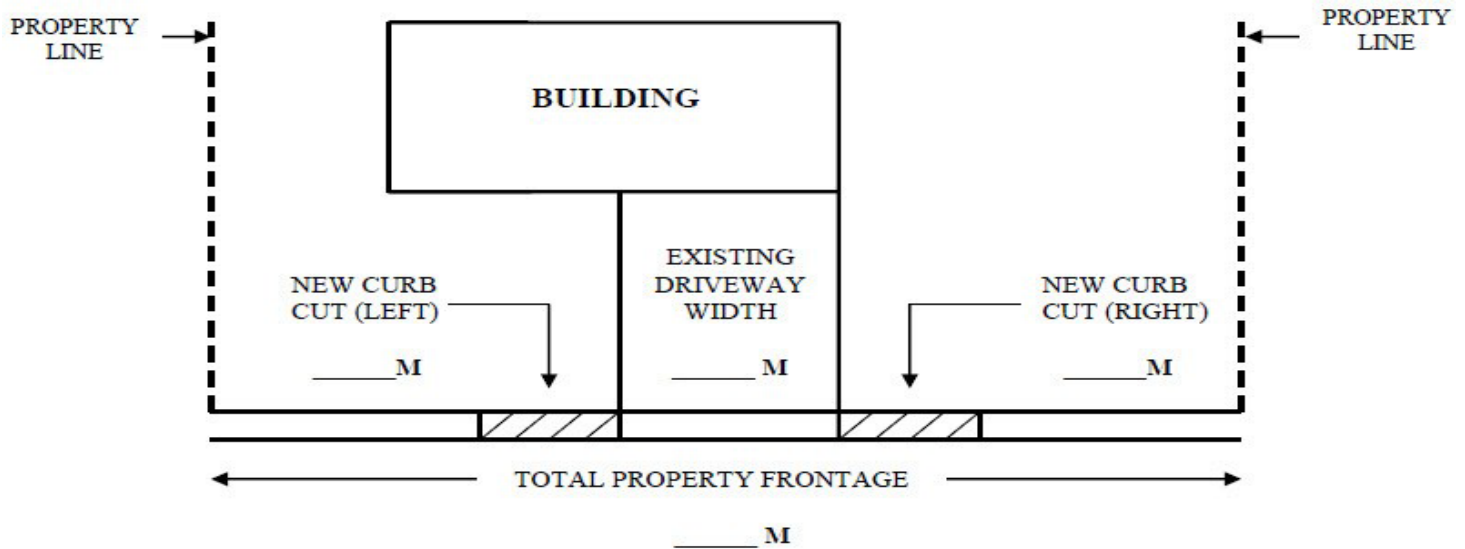
Lot/RP #

**Contractor Completing Work**

(Please list name and contact information): \_\_\_\_\_

Start/Completion Date: \_\_\_\_\_

**Note:** Please include/indicate the location of all sidewalks, trees, lights standards, fire hydrants, catch basins utility pedestals, curb stops/water shut-off and transformers, as may be applicable.



**Note:** the back of this sheet can be used to provide further information as required.

Reviewed by Planning: Yes  No

Complies with Zoning Yes  No

Planning Comments: \_\_\_\_\_  
 \_\_\_\_\_

The personal information on this form is collected under authority of the Municipal Act, SO 2001, s. 25 and Town of Orangeville By-law 12-2013. The information will only be used to process the Driveway Widening/Curb Cuts Application. Questions about the driveway widenings and curb cuts should be directed to Brandon Maynard-Spasov at 519-941-0440 Ext. 2269 or [bmaynard@orangeville.ca](mailto:bmaynard@orangeville.ca)

Planning Approval provided Yes  No

\_\_\_\_\_  
 Sign/Dated

Transportation & Dev. Approval Yes  No

\_\_\_\_\_  
 Sign/Dated