



The TOWNSHIP of
NORTH DUMFRIES

106 EARL THOMPSON ROAD, 3rd FLOOR
AYR, ON N0B 1E0

PUBLIC WORKS PERMIT

Telephone 519-632-8800
publicworks@northdumfries.ca

Permit #: _____

Permit Expiry Date: _____

Fee: \$ _____

PART A: GENERAL INFORMATION

OWNER/APPLICANT: ☐

CONTRACTOR (same as Owner/applicant): ☐

ADDRESS:

ADDRESS:

TELEPHONE:

TELEPHONE:

EMAIL ADDRESS:

EMAIL ADDRESS:

****If not completed by the owner, a Letter of Authorization is required – available on Township website****

PART B: PROJECT INFORMATION

Municipal Number

Street Name

OR

Road Name

FROM

TO

OR

See attached drawing ☐

PART C: RIGHT OF WAY OCCUPANCY PERMIT (ROAD USE) or MUNICIPAL CONSENT

Do you have a municipal consent:

☐ NO

OR

☐ YES – attach a copy

Permit Number: _____

Permit Expiry Date: _____

Location of work in the right of way (check appropriate box):			
<input type="checkbox"/> Grass Boulevard Only – no curb & gutter and/or sidewalk	<input type="checkbox"/> Grass Boulevard Only – with curb & gutter and/or sidewalk	<input type="checkbox"/> Within Travelled surface of road no curb or sidewalk	<input type="checkbox"/> Within Travelled surface of road with curb and/or sidewalk

IS A TEMPORARY ROAD CLOSURE REQUIRED:

☐ NO
 OR
☐ YES

Full ☐ or Partial ☐

Emergency Service Access Permitted:

Yes ☐ or No ☐

Traffic Control Plans Attached: ☐

Detour Plan Attached: ☐

Specific Site Details:

PROOF OF INSURANCE ☐ (Required for Road Occupancy and Entrance Permits)

Insurance Company: _____ Expiry Date: _____

Policy Number: _____

Township of North Dumfries named as additional insured ☐

Two million dollars (\$2,000,000) liability insurance (minimum) ☐

PART D: ENTRANCE

Permanent Entrance ☐
Temporary Entrance ☐

Drawing included ☐
Entrance Must Be Marked On Site: ☐

Specific Site Details:

Township Office Use Only

Number of Entrances: _____ Width of Entrance: _____ m

Culvert:

N/A ☐

Culvert Required ☐

Length _____ m Diameter _____ mm

Permit Number: _____

Permit Expiry Date: _____

PART E: ENCROACHMENT AGREEMENT - An encroachment agreement is a legal and binding agreement between the Township and a property owner whose property abuts the municipal property which allows the property owner to have an encroachment on Township property.

Fence ☐ Retaining Wall ☐ Other ☐ _____

Specific Site Details:

FEES (In Accordance with the Township's 2025 Fees & Charges By-law)

Entrance Permit: **\$300.00** ☐

Municipal Consent: **\$225.00**/per permit ☐ or Annually **\$2000.00** ☐ Road Occupancy Permit: **\$225.00**/per permit ☐ or Annually **\$2000.00** ☐

Encroachment Agreement: **\$2315.00** ☐

Temporary Road Closure Fee: **\$105.00**/per closure ☐ or **\$225.00**/multiple non-consecutive closures for one event ☐

REFUNDABLE DEPOSITS (In Accordance with the Township's 2025 Fees & Charges By-law)

Entrance / Culvert Permit (no Municipal Access Agreement): \$2500/per permit ☐

Temporary Road Closure: Nil ☐

Road Occupancy Permit:

Grass Boulevard without curb and sidewalk: \$500/per permit ☐

Grass Boulevard with curb and/or sidewalk: \$900/per permit ☐

Travelled surface of road without curb and/or sidewalk: \$3500/per permit Travelled surface of road with curb and/or sidewalk: \$5000/per permit ☐

Utility with or without Mutual Access Agreement: \$10,000/annual deposit ☐

Utility with or without Mutual Access Agreement: \$2500/per permit ☐

TOTAL FEES + REFUNDABLE DEPOSIT: \$ _____

GL Accounts: 10-300-0020-41936 (application)

10-800-0020-41299 (encroachment agreements)

10-000-0000-21550 (deposit)

THE APPLICANT is responsible for all utility locates and traffic control.

THE APPLICANT has twenty-one (21) Calendar days from the commencement of work to complete all required restoration.

The deposit will be held for a minimum of sixty (60) calendar days after the work has been completed. The applicant is responsible to notify the Township for the initial inspection after work has been completed along with the follow up inspection after the sixty (60) day period.

Any work completed after November 15 must be reviewed by the Township after April 15 of the following year before the deposit is released.

Date

Signature of Applicant

Permit approval by Township

Date

Signature of Authorized Township Official

Permit Number: _____

Permit Expiry Date: _____

INSPECTION DEPOSIT (Township Office Use Only)	
	<div>Name of Authorized Township Official</div>
<div>Date of inspection</div>	<div>Signature of Authorized Township Official</div>
<div>Date Refund Processed:</div>	<div>Amount of Returned Deposit:</div>

Permit Number: _____

Permit Expiry Date: _____

CONDITIONS

This Public Works Permit is subject to the following conditions and to any supplementary conditions established by the Township of North Dumfries at the time of issue:

<ol style="list-style-type: none">1. This permit is subject to all Municipal By-laws.2. The applicant is required to contact Public Works prior to the start of work at publicworks@northdumfries.ca.3. A minimum of 72 hours notice must be provided via email to publicworks@northdumfries.ca prior to commencement of work.4. No work shall be started before a Public Works Permit for the work has been issued by the Township of North Dumfries.5. If this permit expires before the work is accepted, and is not renewed for any reason, all work constructed, maintained or operated under this permit shall, if the Township so requests be removed without expense to the Township and the road shall be left in as good as it was before the said works were installed or constructed.6. The permit must not be assigned or transferred from one owner to another. Each new permit is subject to the conditions applying at time of issue without expression of written consent from the Township of North Dumfries.7. Any permit may be cancelled at any time for breach of the regulations or conditions of the permit or for such reasons as the Director of Engineering & Public Works (or designate) in their discretion deems proper.	<ol style="list-style-type: none">8. If during the life of this permit any acts are passed or regulations adopted which affect the rights and privileges herein granted, the said acts or regulations shall be applicable to this permit from the date which they come into force.9. The design and specifications of the construction must not be changed without the approval of the Township.10. Trees, shrubs, etc. on the right-of-way of a road must not be cut, trimmed, replaced or planted without the written permission of the Township or its duly authorized agent.11. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to this permit.12. The applicant is responsible for ensuring all utility/service locates have been completed and are valid, prior to the commencement of the construction.13. All work shall be constructed in accordance with the Township of North Dumfries requirements.14. The property owner shall engage an insured contractor. The contractor shall provide the municipality with proof of liability insurance of a minimum of two million dollars (\$2,000,000), listing the Township of North Dumfries as additional insured, prior to release of the approved permit.
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