



PART A – APPLICATION FOR UTILITY INSTALLATION PERMIT

NOTE: A copy of the constructor's general liability insurance certificate in an amount not less than \$2,000,000, naming the Corporation of the Town of Lincoln as an additional named insured must be provided, prior to issuance of a permit.

A plan or sketch must accompany this application, showing details and location of proposed works.

OWNER: NAME: _____
ADDRESS: _____
TELEPHONE: _____

I acknowledge that the Applicant noted below is acting as the constructor of the works on my behalf.

OWNER'S SIGNATURE (If applicable) _____

APPLICANT (If different from owner)

NAME: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____

LOCATION OF PROPERTY: _____

TYPE OF PROPERTY: Residential _____ Commercial _____
Industrial _____ Temporary _____

WORK REQUIRED AS A RESULT OF:

Land Severance _____ Site Plan Development _____ New Building _____

APPLICATION FOR INSTALLATION OF:

Water Service _____ Sewer Lateral _____ Telephone _____
Natural Gas _____ Cable TV _____ Hydro _____
Diameter of Water Service Requested _____ Diameter of Sewer Lateral Requested _____
Width of Trench _____ Depth of Trench _____ Length of Trench _____

Other _____

I acknowledge that I have read this application form in full, including the additional conditions outlined on Page 2 and that I understand, accept and agree to the conditions, should a permit be approved and issued. I also agree to indemnify and save harmless the Corporation of the Town of Lincoln and its employees from any and all damages or injuries and claims for damages or injuries related to the works for which this permit has been issued. I acknowledge that all works must be completed in accordance with the applicable requirements of the Occupational Health and Safety Act.

APPLICANTS SIGNATURE _____ DATE _____

PART B – UTILITY INSTALLATION PERMIT

If a water or sewer connections is backfilled without prior inspection by the Corporation of the Town of Lincoln staff, you will be required to re-excavate and expose it for inspection. **No exceptions.** It is an offense pursuant to the Ontario Water Resources Act for an individual to make a connection to a municipal water or sewer main unless they are a **licensed** Town of Lincoln operator or the work is done under direct supervision of a **licensed** Town of Lincoln operator.

FOR TOWN USE ONLY

WORK PERMIT NO. _____

Type of Road: Asphalt _____ Surface Treated _____ Gravel _____ Curb to be cut _____
Sidewalk to be adjusted _____ Shrubs & trees to be removed _____
Signs or guide rails to be removed _____ Remove existing culvert _____

1. Details of water service (if applicable)

Maximum Size Permitted _____ Distance from Property Line to Building _____ Meter Pit Required _____
Applicable Town of Lincoln Standards DPW 602 _____ DPW 603 _____ DPW 604 _____ DPW 605 _____
OPSD 1108.01 _____

2. Details of Sanitary Lateral (if applicable)

Size Permitted _____ Approx Dist from Street Line to Main _____
Inspection Manhole Required _____

Applicable Town of Lincoln Standards DPW 501 _____ OPSD 701.010 _____

3. Details for other utility installations (if applicable) _____

Application Approved: Yes _____ No _____

Amount of Security Deposit Required: \$ _____ Amount of Non-Refundable Fees \$140.00 _____ \$365.00 (OT) _____

DATE ISSUED: _____ ISSUED BY: _____

Date Completed: _____ Inspection Completed _____ By _____

Copy Required by Finance Department for Billing? Yes ___ No ___ Date Forwarded _____

Inspector's Comments: _____

Date Deficiencies Repaired: _____ Deposit Returned: \$ _____ Date: _____

Final Inspection Date: _____ Remaining Deposit Returned: \$ _____ Date: _____

THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS AND TO ANY SUPPLEMENTARY CONDITIONS DEEMED NECESSARY BY THE DIRECTOR OF PUBLIC WORKS AT THE TIME OF ISSUANCE

1. This permit is subject to all Municipal By-Laws.
2. All works are to be in accordance with current Town of Lincoln Standards and plans approved by the Corporation of the Town of Lincoln. It is the applicant's responsibility to provide all materials (i.e. saddle meter pit, curb stop, etc.) necessary to complete works. Please contact the Environmental Services Supervisor at (905) 563-8205 to confirm what you require, prior to commencing work.
3. **Forty-eight (48) hours notice** is to be given to the Public Works Department at (905) 563-8205 prior to commencement of construction. The applicant is responsible for obtaining all utility locates prior to commencing works. All existing services must be protected to the satisfaction of the applicable utility company.
4. The applicant agrees and accepts that a security deposit (in an amount specified on the permit will be required by the Corporation of the Town of Lincoln prior to issuance of the permit and that the security will be held for a one (1) year warranty period. The deposit will not be returned until all works, including restoration are completed to the satisfaction of the Corporation of the Town of Lincoln. The applicant further acknowledges that a non-refundable inspection fee will be required by the Corporation of the Town of Lincoln, upon issuance of a permit.
5. Work for which this permit is granted must be completed within six (6) months of the date of issue of the permit or the permit will be void. The applicant further agrees that once work has commenced, it will be completed continuously, expeditiously and without delay.
6. The applicant agrees and accepts that should any portion of the works be deemed unsafe and substandard, at the sole discretion of the Director of Public Works, the security deposit may be used without notice, to complete repairs and/or restoration as deemed necessary.
7. The applicant agrees to restore all areas disturbed by this construction to pre-existing conditions or better. In urban areas curbs, sidewalks, boulevards and any other Town of Lincoln infrastructure must be restored to current Town of Lincoln Standards. In rural areas shoulders to be restored with granular "A", clear mud, debris, etc. and to the original cross section. Ditches shall be restored to ensure positive drainage.
8. The applicant agrees and accepts full responsibility for the provision and maintenance of traffic control measures during construction for safe operation of the roadways and for the protection of pedestrians, at the applicant's sole expense. **The road may not be closed without written permission from the Corporation of the Town of Lincoln.**
9. The applicant agrees and accepts full responsibility for excavation and maintaining safe trench conditions, at the applicant's expense.
10. If connection is proposed to a Regional Trunk Sewer and/or watermain, permission must be granted by the Niagara Region. Town of Lincoln staff will apply to the Niagara Region on behalf of the applicant. Please allow two weeks for response from the Niagara Region. If approved, the Niagara Region must be informed **48 hours prior** to commencement of construction.
11. A qualified contractor must be used to perform the proposed work and the cost of all proposed works will be borne by the applicant.
12. Any mud/debris tracking onto the roadway is to be cleaned/maintained by the contractor immediately.

Fee Schedule:

Refundable			
Security Deposit	\$1,500.00/ea		(RESDP)
(to be held for one year from date of completion)			
Inspection Fee	\$140.00	Regular Hours	(PWINS)
	\$365.00	Overtime Hours	
Watermain Tapping Fee			
(for 50 mm and under)	\$280.00/ea	Regular Hours	(NWS)
	\$560.00/ea	Overtime Hours	
Niagara Region – Connection Fee	\$1,250.00		

APPLICANT'S INITIAL _____