



YEAR 2017
STREET EXCAVATION PERMIT PROCEDURE

GENERAL

Final restoration of areas within the public right-of-way associated with Street Excavation Permits shall be completed as determined by the Operational Services Department at the expense of the Permittee. The City of Brantford shall apply the attached Schedule of Fees for such restorations.

PERMITTEE RESPONSIBILITIES:

In conformance with the City of Brantford Municipal Code, utility companies, contractors and any other agencies, companies, or individuals desiring to work within the public right-of-way shall:

- A) Apply for a Street Excavation Permit, and provide the required up-to-date information:
- Proof of Commercial General Liability Insurance (minimum amount of \$2 million per person, per occurrence) – **“Corporation of the City of Brantford” must be included as Additional Insured on this policy.** Evidence of this policy must be provided in the form of a Certificate of Insurance;
 - A security deposit in the minimum amount of \$2,000.00 (**an additional amount may be requested by the General Manager of the Public Works Commission**) – may be made by cash deposit, certified cheque, or bond.
- B) At least 10 business days prior to the intended commencement of work, the permittee must apply for a Street Excavation Permit (see form attached). The Permittee must supply an appropriate sketch or plan showing all of the pertinent data as to the location, purpose, height, depth, width, length, etc.;
- C) The Permittee must provide the notice of 7 business days to all homeowners/residents of the pending construction activity and include all daytime and after hours contractor contact information. **A copy of this notification must be included with the permit application.**
- D) All water, sanitary and storm service construction must follow the procedure outlined in the section entitled *“Arranging for Water and Sanitary and Storm Sewer Lateral Inspections”* on Page 4 of this procedure. **N. B. Please note the new procedure and permit costs for the sanitary and storm sewer lateral inspections that came into effect June 1, 2016.**
- E) Pay the appropriate fees according to the attached Schedule of Fees. The fees are due “Upon Receipt” of the invoice for the specified job (see Billings and Measurements section). Failure to pay these fees may result in a claim against the security deposit already paid;

- F) Upon the issuance of a Street Excavation Permit, the Permittee undertaking the street excavation shall **co-ordinate activities with the Supervisor of Utilities and Special Projects**. For the exception of emergencies, the Contractor shall provide at least an extra half days' notice as to the expected date of completion of the work. This allows for an adequate time frame for the completion of the restoration of the road surface with minimal delay to protect the safety of the public;
- G) The Permittee shall be fully responsible for ensuring that the material excavated is replaced with **COLD PATCH THROUGHOUT THE YEAR** in accordance with the Ontario Provincial Standard Specifications (O.P.S.S.). Any inspection carried out by the **Supervisor of Utilities and Special Projects** is to assist the Permittee only and shall not be construed as relieving the Permittee from any obligation for proper compaction and restoration. Where settlement occurs subsequent to final restoration of the surface asphalt, the Permittee will be advised stating that the Operational Services Department of the City of Brantford will be re-excavating and properly restoring the work at their (Permittee's) expense. **In addition, the Permittee will be solely responsible for any third party claims that may result from any such deficiencies, for a period of one year from the date of final restoration.**
- H) The Permittee will indemnify and save harmless the Corporation of the City of Brantford from and against all actions, claims, or demands whatsoever which may be brought against it for all losses, judgments, claims, costs, demands or expenses which the Corporation may sustain arising out of the Permittee's failure to exercise reasonable care, skill or diligence in performance, inspection, or maintenance of the road cut.
- I) **The Permittee MUST notify the Operational Services Supervisor at 519-752-4832 ext. 5756 when work commences.** The Permittee shall remove all excavated materials from the location and backfill and compact using OPSS approved granular B materials to finished grade, topped by minimum 50mm of cold mix asphalt. Work at all disturbed areas must be completed within two (2) weeks from the time of the initial commencement of the work. **The Operational Services Supervisor MUST be notified when disturbed areas are ready to be restored.**
- J) Non-shrink backfill will be required as authorized by the Supervisor of Utilities and Special Projects, or designate, when proper compaction cannot be performed due to the proximity of existing utilities.
- K) The Permittee shall be responsible for ensuring that all traffic control during construction complies with the requirements of The Ontario Traffic Manual, Book 7, Latest Edition, and that all work conforms to the requirements of the Ontario Occupational Health and Safety Act.
- L) The Permittee is solely responsible for control of the work site until such time where **ALL** of the following conditions must be met:
- the installation of the work is completed;
 - notification is given to the Supervisor of Utilities and Special Projects, Operational Services Department that the work is complete; AND
 - the City of Brantford Operational Services Department begins the final restoration.
- M) **NOTE:** Saw-cutting of existing curbs to create a driveway drop curb access **will not** be permitted. (Removal and replacement of the curb will follow The Corporation of The City of Brantford's Street Cut Procedure).

OPERATIONAL SERVICES DEPARTMENT

The Street Excavation Permit Application will be referred to the Supervisor of Utilities and Special Projects of the Operational Services Department who shall:

- A. Inspect the site of the proposed work;
- B. Shall issue the Permit, or shall provide reasons why the Permit cannot be issued. **Any work on City of Brantford rights-of-way cannot be undertaken without an approved Street Excavation permit;**
- C. Inspect the work to ensure that the standards and guidelines as specified in the approved Street Excavation Permit have been complied with;
- D. Restore all surfaces within the City right-of-way, including curb and gutter, sidewalk, pavements, topsoil and sod etc. at the Permittee's expense in accordance with the attached schedule of fees;
- E. If hazardous situations arise due to settlement or any other cause, the Operational Services Department shall, at the Permittee's expense, take all reasonable precautions to protect the safety of the public, and the Permittee will be notified as soon as possible of the deficiency and of the remedial action carried out. If situations requiring immediate attention by the Operational Services Department arise after normal working hours, the Permittee will be notified on the next regular business day. All associated costs will be the responsibility of the Permittee.

In addition to functions and duties stated elsewhere in this document, the City of Brantford Operational Services Department shall co-ordinate the activities of its' restoration crew in such a fashion as to minimize costs and delays to both the Permittee and the City of Brantford.

EMERGENCY SITUATIONS

It is recognized that situations may arise where they will require **immediate** action by the Permittee where it is not possible to obtain a Street Excavation Permit in the usual manner prior to the commencement of work within the road right-of-way. In these situations, work may be undertaken without prior notice; however, the *Operational Services Supervisor must be notified by phone immediately of the emergency situation*, and a Street Excavation Permit Application for such work must be submitted to the Engineering Services Department at City Hall **that same day**.

(Fax permit to 519-754-0724 or e-mail permit to streetcutpermitapplication@brantford.ca)

WINTER CONDITIONS

During winter conditions when hot mix asphalt is not available (*November 1st to April 30th*), the Permittee shall be responsible for the temporary restoration of the excavation, including the placing of temporary asphaltic material (ex. cold mix asphalt) to replace any paved surface, curb or sidewalk that has been disturbed. Such material shall be placed in accordance with the M.T.O. restoration policy for temporary restorations.

Following notification by the Permittee that such temporary restoration has been completed, the Operational Services Department shall inspect and maintain (at the permittee's expense) the temporary restoration until such time as the permanent repair can be completed. The Permittee will be charged an inspection fee of \$33.39 + HST per month **per excavation cut**. If the Operational Services Department considers it necessary to perform immediate maintenance or repair work to restore safe operating conditions on the roadway, the Permittee shall bear the cost of such additional work performed by the Operational Services Department. The permittee shall remain responsible for any third party claims arising from the temporary condition of the work location until such time as the final restoration is completed.

The Operational Services Department shall complete the permanent restoration of such temporary repair areas as soon as possible following the opening of asphalt plants in the spring of that same year. Winter excavations could be tested prior to the placement of final asphalt to ensure compliance with Ontario Provincial Standards compaction specifications. If such compaction does not meet the O.P.S.S., the Permittee shall be responsible for re-excavating and compacting backfill material.

Regardless of the fact that when the surface area of the restoration passes inspection by the Supervisor of Utilities and Special Projects where excessive settlement occurs following the restoration of the asphalt surface, the Permittee will be notified that the Operational Services Department will be re-excavating and properly restoring the work at the Permittee's expense.

ARRANGING FOR WATER INSPECTIONS

All water installations must be inspected by a City of Brantford Inspector. Inspections will be performed throughout the installations as deemed necessary by the Inspector. No backfill can be placed until a final inspection is completed and recorded. Inspections can be arranged at least two (2) business days in advance of starting the service installation by calling Customer Service at 519-756-1360 during normal business hours of 8:30 a.m. – 4:30 p.m. Monday to Friday.

Inspection services will be provided between 8:00 a.m. and 4:00 p.m. from Monday to Friday.

It will be the Contractor's responsibility to ensure that existing utilities and services are supported and protected to avoid any possible disturbance during excavation or removal operations. Contractors must ensure that trenches are safe and accessible as defined by the "Excavations Section" of the Occupational Health and Safety Act. Inspectors will not enter a trench that does not, in their opinion, comply with the Act.

ARRANGING FOR SANITARY AND STORM SEWER LATERAL INSPECTIONS

Effective June 1, 2016, Council has approved a new fee for the inspection of storm and sanitary sewer laterals within the City's road right-of-way. A copy of the Application for Sanitary and Storm Lateral Inspection is attached.

The new fee will be determined by the number of road lanes the new sewer will cross and in accordance to the following fee schedule:

Crossing 1 lane	-	\$ 400.00
Crossing 2 lanes	-	\$ 650.00
Crossing 3 lanes	-	\$ 900.00
Crossing 4 lanes	-	\$1,150.00

Fees will be collected by the Development Group within the City of Brantford's Engineering Department at City Hall.

A Street Excavation Permit form is still required for the work to be performed but will not be able to be approved until the inspection fee has been paid.

All sanitary and storm sewer lateral inspections must be inspected by a City of Brantford Inspector. Inspections will be performed throughout the installations as deemed necessary by the Inspector. No backfill can be placed until a final inspection is completed and recorded. Inspections can be arranged by calling the Engineering Services Department at 519-759-1350, Ext. 5404 during normal business hours of 8:30 a.m. – 4:30p.m Monday to Friday. Customer Service must be called at least two (2) working days before starting the service installation.

Inspection services will be provided between 8:30 a.m. and 4:30 p.m. from Monday to Friday.

It will be the Contractor's responsibility to ensure that existing utilities and services are supported and protected to avoid any possible disturbance during excavation or removal operations. Contractors must ensure that trenches are safe and accessible as defined by the "Excavations Section" of the Occupational Health and Safety Act. Inspectors will not enter a trench that does not, in their opinion, comply with the Act.

TEMPORARY RIGHT-OF-WAY OCCUPANCY PERMIT (CONSTRUCTION AND EMERGENCY PURPOSES)

The temporary use of any portion of the City-owned road right-of-way including roadway, lane, sidewalk, or boulevard – requires approval from the City, in accordance with City of Brantford By-law No.117-2007. A Temporary Right-of-Way Occupancy Permit may be obtained from the Engineering Services Department or downloaded from the City's website at:

<http://www.brantford.ca/Construction%20Contract%20%20Documents/FORM%20-%20TEMPORARY%20OCCUPANCY%20ROAD-LANE-SIDEWALK%20%20PERMIT%20-%20CONSTRUCTION,%20EMERGENCY%20PURPOSES%202016-08-01.pdf>

For construction closures, at least 10 working days' notice is required. Details with respect to the temporary road closure relating to the proposed date and time period, limits of the road closure and reason for the road closure, etc. need to be provided on the form.

The following documentation must be received by the Engineering Services Department before approval can be provided for the temporary road closure:

1. Certificate of Insurance in the minimum amount of \$2,000,000 naming the “Corporation of the City of Brantford” as an additional insured.
2. Copy of written notification to residents/businesses abutting the affected road section informing the residents/businesses of the proposed closure.
3. Traffic Control Plan in compliance with OTM (Ontario Traffic Manual), Book 7.

In accordance with the Annual Fees & Charges By-law, there is a cost of \$600 per permit application.

For additional information, contact Laura Welsh, Transportation Technician of the Engineering Services Department at 519-759-1350, Ext. 5428.

BILLINGS & MEASUREMENTS:

Billings: Once the permit has been issued, the City of Brantford shall invoice the Permittee on a monthly basis in conformance with the attached Schedule of Fees for all completed permits, and the Permittee shall pay such invoice(s) upon receipt.

Measurements: Unless a request is made by the Permittee to meet with the Supervisor of Utilities and Special Projects to complete the measurements, measurements will be completed by the Supervisor of Utilities and Special Projects, and deemed final.

Documentation: Backup documentation will be supplied with the City of Brantford’s invoice identifying the Permit Number(s) and where applicable, the Permittee’s job identification code(s), and will also provide documentation of the quantities of the items listed in the attached Restoration Fee Schedule for which the Permittee is being invoiced.

**CITY OF BRANTFORD
CONTACT PERSONS**

NAME	RESPONSIBILITY	TELEPHONE
Engineering Services	1) Fax applications to 519-754-0724 OR 2) E-Mail application to: streetcutpermitapplication@brantford.ca OR 3) Deliver to City Hall, Engineering Services Department, 100 Wellington Square, Brantford for approval by the Supervisor of Operational Services	Tel: 519-759-1350 Fax: 519-754-0724
*Adam Cornwell Supervisor, Operational Services Vance Czerwinski, Manager, Operational Services	<ul style="list-style-type: none"> • Permit Authorization and Inspection • Restoration • Measurement of quantities • Invoicing • Notification prior to start and completion of construction 	Office: 519-752-4832 Cell: 519-732-8171 Office: 519-752-4832
WATER INSTALLATION INSPECTIONS		
Customer Service 220 Colborne Street	<ul style="list-style-type: none"> • notify 2 working days in advance of installation of the work. 	Office: 519-756-1360
SANITARY AND STORM SEWER INSTALLATION INSPECTIONS		
*Joe Fabiano, Development Co-ordinator, Inspections Doug Ferguson, Supervisor of Development	<ul style="list-style-type: none"> • notify 2 working days in advance of installation of the work. 	Office: 519-759-1350, Ext. 5404 Cell: 226-387-1587 Office: 519-759-1350, Ext. 5181 Cell: 226-387-0976
Plumbing Inspectors Building Department	<ul style="list-style-type: none"> • Private storm and sanitary inspections 	Office: 519-759-4150 Ext. 5702
TEMPORARY RIGHT-OF-WAY OCCUPANCY PERMIT (CONSTRUCTION AND EMERGENCY PURPOSES)		
Laura Welsh, Transportation Technician	<ul style="list-style-type: none"> • Processing of Temporary Right-of-Way Occupancy Application/Permit • Detours and Signage 	Office: 519-759-1350 Ext. 5428

*primary contact

CITY OF BRANTFORD

2017 RESTORATION AND INSPECTION FEE SCHEDULE¹
(ANNUAL FEES AND SERVICE CHARGES BYLAW)

ASPHALT ROAD	20m ² or less - \$112.03/m ² 21m ² or more - \$102.23/m ² Minimum Charge - 2.5m ²
ASPHALT DRIVEWAYS	20m ² or less - \$112.03/m ² 21m ² or more - \$102.23/m ² Minimum Charge - 2.5m ²
CONCRETE WALKS	\$139.13/m ²
CONCRETE CURBS	\$139.13 per linear meter
GRADED SHOULDER	\$20.79/m ²
SOD	\$25.78m ² + HST Minimum Charge - 2.5m ²
PAVESTONE/INTERLOCKING BRICK	\$56.71/m ²
DRIVEWAY PERMITS	\$27.83 per permit
WINTER INSPECTION FEE	\$33.39 + HST per excavation cut Inspection Fee Once Monthly during November 1 st – April 30 th inclusive
SANITARY STORM INSPECTIONS CITY PORTION	Crossing 1 lane - \$ 400.00 Crossing 2 lanes - \$ 650.00 Crossing 3 lanes - \$ 900.00 Crossing 4 lanes - \$1,150.00 (Payable prior to works being performed)
WATER INSPECTIONS	\$86.00 + HST for services 50 mm (2") or less For services greater than 50 mm (2") – actual cost for review and inspection + HST or less

**Prices subject to change due to world oil prices, etc.

Effective January 1, 2017

APPLICATION FOR SANITARY & STORM LATERAL INSPECTION
 CORPORATION OF THE CITY OF BRANTFORD – Engineering & Operations Department
 100 Wellington Square, Brantford, Ontario, N3T 5R7 ▪ (519) 759-1350

Rev. 0-2016		
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- THE APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING:**
1. TWO COPIES OF A PLAN CERTIFIED BY A PROFESSIONAL ENGINEER, SURVEYOR OR ARCHITECT.
 2. THE APPLICATION FEE
 3. 48 HOURS NOTICE IS REQUIRED (CONTACT JOE FABIANO, 519-759-1350, EXT. 5404)

WORK PROPOSED	<input type="checkbox"/> STORM <input type="checkbox"/> SANITARY
LOCATION	SITE NAME: _____ CONSTRUCTION ADDRESS: _____ LOT/BLOCK #: _____ PLAN #: _____
SCHEDULING	ANTICIPATED CONSTRUCTION START DATE: _____ CONSTRUCTION PERIOD (WEEKS): _____
APPLICANT (IF NOT OWNER)	NAME OF FIRM: _____ MAILING ADDRESS: _____ E-MAIL ADDRESS: _____ CONTACT PERSON: _____ PHONE: _____
CONTRACTOR	NAME OF FIRM: _____ MAILING ADDRESS: _____ CONTACT PERSON: _____ PHONE: _____
OWNER	NAME OF OWNER: _____ MAILING ADDRESS: _____ E-MAIL ADDRESS: _____ CONTACT PERSON: _____ PHONE: _____

1. HAVE YOU CHECKED FOR UTILITY LOCATIONS IN THE AREA OF WORK?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. HAVE YOU ENQUIRED WHETHER THE WORK PROPOSED REQUIRES SITE PLAN APPROVAL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. ARE THERE TREES LOCATED ON/ADJACENT TO MUNICIPAL LANDS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. WILL THE PROPOSED CONSTRUCTION ACTIVITY IMPACT ANY ABUTTING LANDS EITHER PUBLIC OR PRIVATE? IF YES, PLEASE INCLUDE DETAILS IN WRITING WITH THIS APPLICATION.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. IS THIS APPLICATION TO SUPPORT A BUILDING/DEMOLITION PERMIT? [NOTE: THIS PERMIT IS FOR RELATED GRADING ONLY. A BUILDING PERMIT IS REQUIRED FOR THE ACTUAL DEMOLITION].	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I HEREBY GRANT THE CITY OF BRANTFORD PERMISSION TO ENTER THE SUBJECT LANDS TO INSPECT THE PROPOSED WORK FOR WHICH THIS INSPECTION APPLIES TO.

OWNERS SIGNATURE: _____ DATE: _____

OFFICE USE ONLY	
FEE: \$ _____	RECEIPT #: _____

Personal information on this form is collected and used for the purpose collected under the authority of Municipal Act, as amended. Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 519-759-4150.