



# Temporary Access Permit Application

## Municipal Property, Parks and Trails

---

**Permit Number: TAP-20** \_\_\_\_ - \_\_\_\_

An application for a Temporary Access Permit shall include a non-refundable **\$175 permit fee** and a **\$1,600 deposit** to be returned upon request from the applicant for Town inspection and upon Town acceptance of final works.

Acceptance of all works and return of a portion of or full deposit is at the discretion of The Blue Mountains Manager of Parks and Trails. The deposit is security against any damage to Town infrastructure as a result of work being performed. The Manager of Parks and Trails shall perform a site inspection of the affected area before the proposed works being initiated and after the proposed work has been completed.

### Registered Private Property Owner Information

---

Name: \_\_\_\_\_ Civic Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Contractor Information

---

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### Details and Purpose of the Access

---

Include details regarding material proposed for the temporary access, proposed culvert or drainage works (if required), entrance surface, existing landscaping features, and staging and occupancy details.

---

---

---

---

---

## Supplemental Information

---

All applications must include the following information:

- Sketch showing location of proposed route through Town property, Park and/or Trail
- Certificate of Insurance in the amount of two (2) million dollars, names the Corporation of the Town of The Blue Mountains as additionally insured and references the property location
- WSIB Clearance Certificate
- Town Occupational Health and Safety Contractor Acknowledgement Form (signed)
- Utility Locates – Ontario One Call 1-800-400-2255

## Contract Conditions

---

The Applicant and the Town hereto mutually agree to the following terms and accept full responsibility as follows:

It is agreed that all works will be completed at the expense of the applicant. No works shall proceed prior to issuance of a Temporary Access Permit. The issuance of a Permit does not relieve the applicant from the responsibility of compliance with other Town By-laws, where applicable.

The issued permit will expire thirty (30) days after the date of issuance. If proposed work is not completed therein and upon such expiry, an extension must be requested or the deposit fee will not be refunded.

The applicant and heirs, executors, administrators, successors and assigns agree in making this application to indemnify and save harmless the Town of The Blue Mountains by the Manager of Parks and Trails, its employees and agents against all lost, cost, changes, damages whatsoever to which the Town may be put or suffer or sustain or for which the Town may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized by the Town.

Deposit fee to be returned upon request from the applicant for a final Town inspection and upon Town acceptance of final works once completed. For final acceptance by the Town, all works must be completed in compliance with Conditions of permit issuance. The Town property, park and/or trail must be left in a neat and clean condition, and landscaping repaired. If roadside ditches are present, slopes must be neatly trimmed with topsoil and not steeper than 2:1.

If a culvert has been placed, culvert ends must be clean, and culvert must not be damaged. If a culvert must be placed, ditches should be cleaned out to prevent ponding at culvert ends. Temporary Access features must not interfere with or block existing drainage and cannot extend past the edge of shoulders of any road. Landscaping features cannot block sight lines or interfere with pedestrian or vehicular traffic.

**I have read and reviewed the aforementioned conditions and agree with the terms and provisions thereof;**

---

Contractor (able to bind the private property owner)

---

Date

Page 2 of 3

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request.

Office Use Only

---

Application Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Refund Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Director of Community Services

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Manager of Parks & Trails

Date: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_