



**TOWN OF SMITHS FALLS**  
**UTILITY/ENVIRONMENTAL SERVICES DEPARTMENT**  
 77 Beckwith St. N., P.O. Box 695 Smiths Falls, Ont. K7A 4T6  
 Tel: 613-283-4124, Fax: 613-283-0558

**IMPROVEMENT / ALTERATION TO PROPERTY APPLICATION /PERMIT**  
**FOR:**

**Municipal Property**       **Private Property**

<b>PROPERTY OWNER</b> Please show mailing address	Name _____	Street _____	Apt # _____
	City _____	Province _____	Postal Code _____
<b>LOCATION / TYPE OF PROPOSED WORKS</b>	Address _____		Phone # _____
	Entrance location <input type="checkbox"/>	Sidewalk Improvement <input type="checkbox"/>	Cut Permit <input type="checkbox"/> Curb Improvement <input type="checkbox"/> Driveway/Walkwa <input type="checkbox"/> Fence <input type="checkbox"/>
	Retaining Wall <input type="checkbox"/>	Landscaping <input type="checkbox"/>	Other (Please specify) _____
<b>NAME OF PROPERTY OWNER</b>	_____		
<b>NAME OF CONTRACTOR</b>	_____		Phone # _____

**REASON FOR IMPROVEMENT/ ALTERATION**

Existing sidewalk/curb in poor condition       New driveway or entrance       Old driveway being modified

Repair due to service installation       Damage due to activity

Other (please specify) \_\_\_\_\_

The above Applicant assumes all responsibility for the protection of the public during the progress of such work, will properly guard all trenches with barriers and warning lights, and will carefully backfill the trench using power tampers.

- I/We hereby confirm that the following Companies, Commissions, and Departments have been informed of the work to be done:
  - Utility/Environmental Services, Town of Smiths Falls
  - Hydro One
  - Bell Canada
  - Enbridge
  - Cogeco Cable
- I/We will comply with and are bound by the provisions of By-Law # 6080-94 and By-Law #5783-91 of the Corporation of the Town of Smiths Falls, and amendments thereto.
- I/We hereby indemnify and save harmless the Corporation of the Town of Smiths Falls, its servants, workmen, contractors, and agents from all loss, damage, damages, law suits, costs, and expenses of every nature and kind arising from or in consequence of the issuance of the permit or permits and any work done thereunder whether such loss, damage, damages, costs, and expenses arise by reason of negligence or without negligence on my/our part or of my/our employees, servants, workmen, contractors, or agents and whether such loss, damage, damages, costs, and expenses are occasioned to the Corporation of the Town of Smiths Falls or to any other person or Corporation whatsoever.
- I/We understand and agree that if the work authorized is to be by a private contractor and is not commenced within 60 days from the issuance of the permit, the permit will be null and void and of no force and effect.

<b>FOR OFFICE USE ONLY</b>	<b>Application/Permit #</b> <input type="text"/>
Application reviewed by: _____	Date: _____, Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>
Non-refundable permit fee: \$ <u>20.00</u> Inspection Fee: \$ <u>35.00</u> Deposit Fee (refundable upon inspection) \$ _____	
Improvement Fee \$ _____	
Total Payment Received (as set out on Page 2):      \$ _____ Cash, \$ _____ (Cheque number) _____	
Comments: _____	
Final Inspection By: _____ Date: _____, Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>	
Refund Returned: Amount _____, Date: _____, By: _____	

**SHOULD THE IMPROVEMENT BE FOR A PRIVATE DEVELOPMENT REQUIRING A SITE PLAN THE FOLLOWING SHALL APPLY**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO ARRANGE FOR INSPECTIONS BY THE UTILITY / ENVIRONMENTAL SERVICES DEPARTMENT.**

A to scale drawing of the proposed work must accompany this application. Drawing should include all relevant information about the materials used (culvert, granular backfill, pavement, landscaping, etc...).

Reinstatement without adequate inspection at required stages of the project may oblige the permit holder to excavate the work. Critical stages of the project are:

- a. When the excavation is opened and the installation is commencing, prior to backfilling
- b. During placement of sewer pipes and/or water lines
- c. During concrete placement or asphalt operations

The owner will assume the responsibility for all concrete and/or asphalt sidewalk and hot-mix replacement before acceptance by the Town.

All construction shall conform to the Town of Smiths Falls Engineering Design and Specification Manual.

For structural reasons, the minimum length of sidewalk/curb replacement will be 4.5 metres.

The deposit is refundable in full upon inspection and approval by the Utility / Environmental Services Department of the excavation and of its satisfactory reinstatement.

We agree that, if circumstances dictate, the reinstatement of road, curb, sidewalk, and/or boulevard must be delayed; we shall be responsible to maintain the subject work area in a condition acceptable to the Director of Utility/Environmental Services until such time as the reinstatement is complete. Road and sidewalk areas must be maintained with a temporary surface of cold mix asphalt patch.

**DEPOSIT RATE:**

<b>STANDARD ITEMS</b>	<b>FEE</b>
<b>NON-REFUNDABLE PERMIT FEE</b>	\$ 20.00
<b>NON-REFUNDABLE INSPECTION FEE</b>	\$ 35.00
Road: _____ square metres x \$45.00/m <sup>2</sup> (culvert, granular backfill, pavement, landscaping, etc, min. 10 sq.m. (\$450.00)	\$
Sidewalk: _____ lin.metres x \$110.00/m (including excavation, granulars and installation, min. 4.5 lin.m. ( \$495.00)	\$
Curb: _____ linear metres x \$123.00/m (including excavation, granulars and installation, min. 4.5 lin.m. ( \$553.50)	\$
Lawn _____ square metres x \$45.00/m <sup>2</sup> (	\$
<b>DEPOSIT FEE (REFUNDABLE UPON APPROVED FINAL INSPECTION, EXCEPT \$55.00 PERMIT &amp; INSPECTION FEE)</b>	<b>\$</b>

**SHOULD THE IMPROVEMENT BE FOR RECONSTRUCTION / ALTERATIONS TO EXISTING MUNICIPAL WORK THEN THE FOLLOWING SHALL APPLY**

The following fee structures shall be used to determine the cost of the improvement or alteration to be done by the Municipal forces.

<p><b>WORK REQUISITION:</b></p> <p>I hereby request that the Town of Smiths Falls undertake to construct the proposed work per the information provided below. As originator of this requisition, I agree to pay a deposit for the estimated cost of the work as detailed below. This deposit will only be cashed upon the commencement of the said work. Should there be any cost difference I will be notified before work commences.</p> <p>Signature: _____ Date: _____</p>
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The Municipality reserves the right to determine which pay structure will be used.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date