



CITY OF TIMMINS
 220 Algonquin Blvd. E. Timmins,
 Ontario P4N 1B3
 Tel: (705) 360-2600 ext.5070
 Fax: (705) 360-2695
 Email: streetoccupancy@timmins.ca

TERMS AND CONDITIONS FOR STREET OCCUPATION

(As per by-law 1984-2174 and all amendments)

**Please allow two business days for
processing.**

INSTRUCTIONS

- a. A signed copy of the Terms of Agreement form is only required when sending the first permit application of the calendar year. Thereafter any permit applications forms will only need to be emailed with any necessary additional documents.
- b. The completed permit form can be sent to streetoccupancy@timmins.ca with any additional documents and information as required (i.e. Traffic Control Plan, Certificate of Insurance).
- c. The permit will be issued with a signature from the Public Works Department. The permit is not valid until a signed copy has been received from the Public Works Department.
- d. It is the Applicant's responsibility to ensure that the permit is on-site at all times and available for review by the City of Timmins By-law Staff.
- e. Invoices will be emailed after the approved permit has been sent to the applicant. Payments can be made by mailing a cheque or by cash or debit at Service Timmins. Please reference the permit number when sending a cheque by mail.

FEES

Street Occupancy – The fees are collected to cover the cost for City staff to review the completed permit form, associated documents and send notifications to Emergency Services, Public Works Staff, By-Law and the Transit Department. City staff will also review traffic protection set up on site to ensure the plan provided has set up according to the submitted traffic plan. The Street Occupancy fees for the next five years are set out in **Table 1**.

Metered Parking Location – The additional fees for occupying a metered parking location are to recoup the lost revenue of the metered parking locations not available for the public and to cover the cost associated with having City staff cover the meters. Metered parking location fees as set out in **Table 1**.

Road Cut – Road Cut fees are to be payed when there is a removal of the asphalt or surface treatment, sidewalks and curbs. Road Cut fees cover the costs for City staff to review the purposed road cut location, any site plans or details provided and to complete site inspections during and after the surface restoration has been completed. Road Cut fees set out in **Table 1**.

Table 1 – Fee Schedule as-per By-Law 2020-8488

	2021	2022	2023	2024	2025
Street Occupancy	\$ 25	\$ 30	\$ 30	\$ 30	\$ 35
Per Metered Location	\$ 10	\$ 11	\$ 12	\$ 14	\$ 15
Road Cut	\$ 460	\$470	\$ 475	\$ 485	\$ 500

TERMS & CONDITIONS

1. The applicant agrees that upon such permit, and before commencing the work, they shall abide by all rules and regulations of the City of Timmins as outlined in By-Law 1984-2174 OBSTRUCTING AND ENCUMBERING OF STREETS and amendments. At no time shall the applicant cover or obstruct any traffic signage.
2. The applicant will remain liable and responsible for any damages, actions, suits(including personal injuries) incurred by reason of obstruction, works, excavations, temporary conditions, placed or done on municipal streets or highways and by reason of the applicant's or permittee's, his agent's or servants', wrongful, illegal or negligent acts or omissions.



CITY OF TIMMINS
220 Algonquin Blvd. E. Timmins,
Ontario P4N 1B3
Tel: (705) 360-2600 ext.5070
Fax: (705) 360-2695
Email: streetoccupancy@timmins.ca

TERMS AND CONDITIONS FOR STREET OCCUPATION

(As per by-law 1984-2174 and all amendments)

**Please allow two business days for
processing.**

3. The applicant agrees that prior to obtaining such permit they will supply the City with proof of liability insurance naming the City of Timmins as an additional insurer and in the amount of five million dollars or in the amount acceptable to the City depending on the scope of work.
4. The applicant will be responsible to ensure that all restoration is completed in accordance to the City of Timmins Manual of Engineering Procedures.
5. The City of Timmins reserves the right to revoke the permit in writing with reasonable cause and in part of an emergency or any non-compliance with terms and conditions of this permit.
6. The permit holder is responsible to repair any work that is faulty, incomplete, or settlement of the excavated area for 24 months.
7. Unless agreed upon prior to permit approval, daily permit fees will be charged until all restoration of the road cut is completed. Upon the approval from the Director or designate, temporary restoration may be allowed.
8. In the event the applicant must extend the permit they are to fill out the street occupancy permit extension form that can be found at https://www.timmins.ca/doing_business/street_occupancy_permits and send to streetoccupancy@timmins.ca 24hrs before the original completion date or be subject to additional fees.
9. The applicant is responsible for developing and submitting for approval their own traffic control and traffic management plans with an illustration showing the layout. This includes managing pedestrian traffic. In the event they do not have the knowledge to provide this information it will be their responsibility to hire a qualified contractor to provide this information.
10. All traffic control traffic management plans and pedestrian management plans must meet OTM Book 7 requirements as a minimum. All warning signs, lane delineation markers, and barricades must meet the standards laid out in Ontario Traffic Manual for Temporary Conditions.
11. When pedestrian routes have been affected the permit holder shall not require pedestrians to cross any street at a location which is not a recognized pedestrian crosswalk. Persons with disabilities and using strollers must be safely accommodated.
12. The applicant must ensure that the sanitation department can safely access residential waste and recycling bins for collection at any time during a road occupancy and it is recommended that the road occupancy be planned outside of the regular waste collection schedule. In the event the road occupancy will take place during the scheduled day for waste collection and safe access is not possible it will be the applicant's responsibility to bring the bins to a location that can safely be accessed and, upon being emptied, the applicant will return the bins to the proper address. If access has not been made available and the waste has not been collected it will be the responsibility of the applicant to dispose of the waste and recycling at the Deloro Landfill and pay the associated fees.
13. In the event any damages to utilities or infrastructure occur the permit holder will be liable for any associated costs for replacement or repairs.
14. All concrete shall be placed and installed as per the City of Timmins Engineering Standards, the City also requires a submission of the mix design prior to any placement of concrete and reserves the right to complete in-situ concrete testing at their discretion or request the applicant to hire a certified materials testing consultant at their own cost.
15. No concrete shall be placed after September 1st as per the Timmins Engineering Standards unless agreed upon prior to permit approval. As per the City of Timmins Engineering Standards concrete shall not be placed after September 1st unless agreed upon prior to permit approval.



CITY OF TIMMINS
220 Algonquin Blvd. E. Timmins,
Ontario P4N 1B3
Tel: (705) 360-2600 ext.5070
Fax: (705) 360-2695
Email: streetoccupancy@timmins.ca

TERMS AND CONDITIONS FOR STREET OCCUPATION

(As per by-law 1984-2174 and all amendments)

**Please allow two business days for
processing.**

16. Upon backfilling the excavation the Permit holder must place approved granular materials to pre-existing depth and compaction must be completed in accordance to City of Timmins Engineering Standards. It is required that the applicant provide notification to the City before any excavation is backfilled and the City reserves the right to complete in-situ compaction testing or require the applicant to hire a certified materials testing consultant to complete compaction testing at their own cost.
17. At any time the travelled portion of the roadway or sidewalk is awaiting restoration and has been temporally opened the granular materials must remain free of potholes and washboards until asphalt restoration is completed.

DISCLAIMER

By Signing, the applicant agrees to have read and understand the Permit, its Terms and Conditions or as described in the Road Occupancy By-Laws as amended.

Applicant Signature:

Date: