



# Lot Servicing Permit

DATE:

Permit No.

**1. APPLICANT INFORMATION**

Applicant Name:   
(Must be Property Owner)

Applicant Address:

Roll Number:

Applicant Phone Number:

Applicant Email Address:

Servicing Address:   
(Location of Work)

**2. TYPE OF WORK (Check all that apply)**

<input type="checkbox"/> New Sanitary Sewer Connection	<input type="checkbox"/> New Storm Service Connection (to sewer)
<input type="checkbox"/> New Water Service Connection	<input type="checkbox"/> Other: <input style="width: 200px;" type="text"/>

**3. CONSTRUCTION PERIOD**

Estimated Start Date: <input style="width: 90%;" type="text"/>	Estimated Completion Date: <input style="width: 90%;" type="text"/>
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**4. CONTRACTOR INFORMATION (Must be Licensed Contractor with Town of Essex)**

Company Name:

Company Representative:

Phone: <input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>
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**Permit Checklist:**

- Completed Permit Application
- Plan/Drawing of proposed servicing
- Applicable Permit Fee (Cheques made payable to the Corporation of the Town of Essex)
- Other:

**THE APPLICANT AGREES TO ALL CONDITIONS SHOWN HEREIN AND AS SHOWN ON THE REVERSE SIDE OF THIS PERMIT**

Print Name:

Signature:

Date:

**Please send complete package by mail or electronically to [operations@essex.ca](mailto:operations@essex.ca)**

**\*\*TOWN USE ONLY\*\***

Design Modifications:

Permit Issuance Date:

Permit Issued By:

As-builts completed and sent to GIS?    Yes    No

**THIS PERMIT EXPIRES ONE (1) YEAR FROM DATE OF ISSUE**

## **Conditions of Permit Issuance**

### **General:**

1. This permit is not valid until a copy, signed by an Infrastructure Services Manager, is received from the Town of Essex.
2. Details of proposed construction plans must be submitted with this permit.
3. All works carried out under this permit must be in conformance with current Town of Essex standards and requirements.
4. Prior to commencing work, locates must be obtained from all utilities' plant within the project area.
5. All changes and/or deviations from the approved plans and/or locations shall be subject to re-approval by the Town of Essex.
6. The site, as detailed in the approved plans, must be restored to the satisfaction of the Town of Essex.
7. "As Constructed" drawings, based on in situ measurements, are required to be submitted to the Town of Essex for any new installations.
8. If the applicant has a valid agreement with the Town of Essex that governs the requirement to obtain permits and do work in the right-of-way, and there is a difference between the terms and condition herein verses what is contained in the agreement, then the agreement shall prevail.

### **Licensed Contractors:**

1. Using the list of Licensed Contractors provided, property owners shall contact one or all of the Licensed Contractors to obtain pricing, schedule and an Agreement for servicing their lot with municipal services.
2. All aspects of the procurement of the Licensed Contractor, including but not limited to, the cost, schedule and agreement, together with any other requirements and/or approvals that may be applicable to service the property will be the responsibility the Property Owner and arranged directly with the Licensed Contractor. The Town will not procure or schedule any Contractor services to service a property.
3. If for any reason the Property Owner wishes to procure a Contractor outside of the list of Licensed Contractors provided, the Town will provide the Property Owner a copy of the applicable policy to provide to their preferred Contractor. All Contractors who wish to become a Licensed Contractor in the Town of Essex shall make application for approval in accordance with Town of Essex Policies and By-laws.

### **Installation / Placement:**

1. A minimum vertical clearance of one-half (0.5) metre must be maintained between existing infrastructure and proposed installations, unless otherwise approved.
2. A minimum depth of one (1) metre below the bottom of an existing ditch must be maintained for all crossings. Depth below rivers, creeks or municipal drains will be determined by the Town of Essex prior to permit issuance.
3. A minimum horizontal separation for water and storm connections of two and a half (2.5) metres is required from sanitary sewers or their respective services.
4. Approval of proposed installations with less than minimum clearances will require the affected existing infrastructure to be spotted / day-lighted at areas of potential conflict, by means of hydrovaccing, at the Applicant's expense.

### **Road Cut / Excavation:**

1. Positive drainage shall be maintained during the course of work.
2. All utilities' infrastructure shall be protected and supported, to the satisfaction of the affected utility.
3. The Applicant shall not cut, trim or interfere with any trees (including roots) in the right-of-way without approval by the Town of Essex.
4. The road shall not be closed without the written consent of the Manager of Operations.
5. Property owners and/or residents shall receive a minimum of 24 hour written notice prior to temporary closing of an entrance, unless it is an emergency.
6. The Applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators and flashing lights necessary for the protection of the public and the safe operation of the installation at the Applicant's own expense, and comply with all other applicable requirements of the Ontario Traffic Manual, Book 7, latest revision. (Note: This manual depicts minimum standards, additional signing may be required.)
7. All disturbed or affected areas will be maintained and restoration guaranteed, for one year after complete acceptance of this work by the Town of Essex at the Applicant's expense.

**Failure to comply with all conditions will void this permit**