

# City Of Kingston

## Engineering

Application For Permit – “Long Term Temporary Encroachment”  
(A Temporary Encroachment for a time period exceeding two weeks)

Application Date:		Issue Date:		Expiry Date:	
Applicant Information (Contractor)					
Name:					
Address:				Phone Number:	
Owner Information					
Name:					
Address:					
Legal Description of Property:				Phone Number:	
Location/Activity Information					
Address:					
Heritage Property: Y N		Heritage Approval: Y/N		Building Permit Req'd: Y/N	
				Permit Attached : Y/N	
Purpose & Details of Encroachment:					
Zone Required: <ul style="list-style-type: none"><li><input type="radio"/> Boulevard</li><li><input type="radio"/> Street</li><li><input type="radio"/> Lane Closure</li><li><input type="radio"/> Street Closure</li><li><input type="radio"/> Sidewalk</li><li><input type="radio"/> Parking Space</li><li><input type="radio"/> Cut</li><li><input type="radio"/> Other</li></ul>			For Placement of: <ul style="list-style-type: none"><li><input type="radio"/> Scaffolding</li><li><input type="radio"/> Hoarding</li><li><input type="radio"/> Barricade</li><li><input type="radio"/> Dumpster</li><li><input type="radio"/> Vehicle</li><li><input type="radio"/> Other</li></ul>		
<div>Sketch</div> <div>* Indicate North Arrow</div> <div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div>					
As shown on the attached plan, (sketch plan for fence showing exact location and all measurements ; plan of survey prepared by Ontario Land Surveyor for inadvertent encroachments or refacing of building. Plans not required for hoardings or air conditioners, etc – measurements only required), and agree to comply with the conditions of By-Law No. 2004-107,” A By-Law to Protect The City’s Highways from Unauthorized Encroachments”, and amendments thereto. I hereby covenant and agree for myself, my heirs, executors, and assignees, to indemnify and keep indemnified the Licensor against all actions, suits, claims and demands which may be brought or made against the Licensor, and against all loss, costs, damages, charges or expenses whatever which may be sustained, incurred or paid by the Licensor in consequence of the above- mentioned encroachment, and the Licenses hereby grant to the Licensor full power and authority to settle any such action, suit, claim and demand on such terms as the Licensor may deem advisable and hereby covenant and agree with the Licensor to pay the Licensor on demand all moneys paid by it in pursuance of any such settlement and also such sum as shall represent reasonable costs of the Licensor or its Solicitor in defending or settling and such action, suit, claim or demand, and by any person for actual damage suffered by reason of the permission hereby granted to maintain the above mentioned encroachment.					
By-Law No. 2004-107,” A By-Law to Protect The City’s Highways from Unauthorized Encroachments”					
Application Attachments:					
<ul style="list-style-type: none"><li><input type="radio"/> Liability Insurance - \$ 2,000,000.00 Required (naming the City as an additional insured).</li><li><input type="radio"/> Traffic Plan</li><li><input type="radio"/> Security Deposit</li><li><input type="radio"/> Detailed Drawings</li><li><input type="radio"/> Traffic Plan</li><li><input type="radio"/> 24 Hr. Contact</li><li><input type="radio"/> Other</li></ul>					

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General Conditions:		
<p>1. Any person or persons intending to occupy or perform work on City of Kingston property, must first apply to the Engineering Department for a Temporary Encroachment Permit.</p> <p>2. <b>Traffic Control:</b> Traffic Signing will be in accordance with <b>Book 7 of the Ontario Traffic Manual - Temporary Conditions</b>. Access for emergency vehicles <b>MUST</b> be maintained at all times.</p> <p>3. All barricades, signs, signals, traffic control person(s), traffic control devices, detour design and signing shall meet <b>Book 7 of the Ontario Traffic Manual - Temporary Conditions</b> requirements and shall be the sole responsibility of the applicant.</p> <p>4. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein.</p> <p>5. The applicant, pursuant to the By-Law shall have the permit available at the times during which work is in progress.</p> <p>6. The permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, the Director of Engineering or his designate shall take action he deems necessary to reinstate the site for public protection at the expense of the applicant.</p> <p>7. The applicant shall maintain access to all public and private properties for the duration of the work.</p> <p>8. When unforeseen circumstances require an extension of the permit or a change in any of the conditions under which the permit was issued, the holder of the permit shall apply for such change at least 24 hours in advance.</p> <p>9. It shall be the applicant's responsibility to request marking or other location information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.</p> <p>10. All damaged, disruption or removal of existing works such as curb, sidewalk etc. as described in the permit, and damages related to the work activity shall be reinstated by the applicant to current City of Kingston Standards.</p> <p>11. All road surfaces and sidewalks shall be kept clear of obstructions and debris, to avoid hazard and inconvenience to the public.</p> <p>12. The applicant must ensure that storage bins placed on City property are secured, have reflective attachments to ensure visibility at night, and have warning signs to ensure that the public does not enter or remove items from the bin.</p> <p>13. The applicant must obtain the necessary approvals from all the appropriate authorities that will be impacted by this application.</p> <p>14. The applicant or any other party engaged in any work authorized shall conform to all due safety precautions for the protection of persons and property.</p> <p>15. This Permit is issued pursuant to all City By-Laws.</p>		
Fee Schedule		
<ul style="list-style-type: none"><li>○ Application Fee \$250.00</li><li>○ Occupancy Fee \$1,500.00 per month for the first three months or any part there-of</li><li>○ Occupancy Fee \$750.00 per month after three months or any part there-of; and any associated parking fees as determined Parking Enforcement and Operations.</li><li>○ Engineers Estimate</li><li>○ Attached</li><li>○ Sealed</li><li>○ Security Deposit</li><li>○ Parking Fee</li></ul>		
Agreement		
<p>I, the undersigned have read and understood the information provided and agree to abide by all General Conditions and Corresponding By-Laws if Permit is granted.</p>		
Applicants Signature	Date	City Representative
Application Number		Permit Number
Dates Required: From:		To:
Payment Received: Y/N		
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