



## SECTION 1: APPLICANT INFORMATION

Applicant/Company Name:

Primary Contact Person:

Primary Telephone Number:

Email Address:

Mailing Address:

## SECTION 2: REGISTERED PROPERTY OWNER (if different than applicant)

Applicant/Company Name:

Primary Contact Person:

Primary Telephone Number:

Email Address:

Mailing Address:

## SECTION 3: DESCRIPTION OF WORK

Location/Address:

Name of Contractor:

Description of Work:

Is a Lane/Road Closure Required (Y/N):

If yes, a Traffic Control Plan and Detour Route will be required to be submitted to the Town of Amherstburg for file. All Traffic Control Plans shall be in accordance with MTO Book 7. The Applicant is responsible to contact Emergency Services and the bus companies to advise them of the closure.

Start Date:

End Date:

## SECTION 4: OFFICE USE ONLY

ASSOCIATED PLANNING APPLICATION:

TOTAL FEES CHARGED:

FEES PAID DATE:

METHOD OF PAYMENT:



SECTION 5: TYPE OF WORK (select all that apply)		2026 User Fees
<b>PUBLIC WORKS</b>		
<input type="checkbox"/>	<b>Curb Cut &amp; Driveway</b> 10-4-3010000-1035 (Fee) & 10-2-0000000-2135 (Deposit)	\$1000.00 Deposit + \$260.00
<input type="checkbox"/>	<b>Rural Access Culvert</b> 10-4-3010000-1035 (Fee) & 10-2-0000000-2135 (Deposit)	\$1000.00 Deposit + \$260.00
<input type="checkbox"/>	<b>Hoarding</b> 10-4-3010000-1035	Calculated
<input type="checkbox"/>	<b>Road Closure</b> 10-4-3010000-1035 (Fee) & 10-2-0000000-2135 (Deposit)	\$1000.00 Deposit + \$260.00
<input type="checkbox"/>	<b>Utility Installation</b> 10-4-3010000-1035 (Fee) & 10-2-0000000-2135 (Deposit)	\$1000.00 Deposit + \$260.00
<b>ENVIRONMENTAL SERVICES</b>		
<input type="checkbox"/>	<b>3/4" Water Meter with Transmitter</b> 80-4-0000000-1670	\$547.00
<input type="checkbox"/>	<b>3/4" Water Meter Pit and Components</b> 80-4-0000000-1670	\$1159.00
<input type="checkbox"/>	<b>3/4" Water Service</b> 80-4-0000000-1670	\$4056.00
<input type="checkbox"/>	<b>1" Water Meter with Transmitter</b> 80-4-0000000-1670	\$717.00
<input type="checkbox"/>	<b>1" Water Meter Pit and Components</b> 80-4-0000000-1670	\$1411.00
<input type="checkbox"/>	<b>1" Water Service</b> 80-4-0000000-1670	\$4241.00
<input type="checkbox"/>	<b>1.5" Or Larger Water Meter with Transmitter</b> 80-2-0000000-2150	\$3500.00 Deposit + Actual Cost of Work
<input type="checkbox"/>	<b>1.5" Or Larger Water Service (&amp; meter pit if required)</b> 80-2-0000000-2150	\$5000.00 Deposit + Actual Cost of Work
<input type="checkbox"/>	<b>Sanitary Service Tapping Deposit (external contractor)</b> 10-2-0000000-2134	\$3000.00
<input type="checkbox"/>	<b>Storm Service Tapping Deposit (external contractor)</b> 10-2-0000000-2134	\$2000.00
<input type="checkbox"/>	<b>Water Service Disconnection Fee</b> 80-4-0000000-1675	\$5465.00
<input type="checkbox"/>	<b>Watermain Commissioning (4" Main or Larger, Less Than 100m In Length)</b> 80-4-0000000-1675	\$1172.00
<input type="checkbox"/>	<b>Watermain Commissioning (4" Main or Larger, More Than 100m In Length)</b> 80-4-0000000-1675	\$1979.00
<b>TOTAL FEES CHARGED</b>		



## SECTION 6: PUBLIC RIGHT-OF-WAY SPECIFICATIONS

For driveway work, please contact the Engineering and Public Works Department at (519) 736-3664 to schedule mandatory inspections at the following milestones:

1. Curb cut (where applicable) is complete, granular "A" is compacted, and forms are in place.
2. After driveway is complete and forms are removed and boulevard is completely restored.

All accesses shall be constructed in conformance with Amherstburg's Driveway Installation & Alteration Policy.

## SECTION 7: ENVIRONMENTAL SERVICES SPECIFICATIONS

ALL water services to be a continuous length of type "k" copper (no couplers), Aquapure Print Stream, PE-RT or Municipex pipe with a tracer wire.

All water services must be installed 1.5 meters (5') deep and 2.4 meters (8') from any other sewer or utilities.

Schedule a mandatory water service inspection with Environmental Services at least 48 hours in advance of commencement of work.

Pick up all water meters from Public Works at 512 Sandwich St. S, Amherstburg, ON N9V 3R2

Once the meter has been installed, call Public Works at 519-736-3664 to schedule mandatory inspection of the water meter installation. A representative from the Environmental Services Dept will connect the reading device at this appointment.

Water meter installation & inspection must be completed prior to occupancy.

Once touchpad is connected, a water billing account will commence with Essex Powerlines.

Failing to complete the above may result in the disruption or disconnection of your water service.

There is no longer a requirement for a wire to be run from the meter inside the home, to the hydro stack outside of the home.

Water Service Disconnection includes: abandoning the service at the watermain and curb stop and curb box be removed. Should the owner wish for the waterline to be reinstalled in the future, all applicable fees will apply as per the most recent version of the Town's user fee by-law at the time of reinstallation.

## SECTION 8: CONDITIONS OF THE PERMIT

The applicant agrees to save harmless the Town of Amherstburg from and against any loss, cost, charges, damages, expenses, claims and demands whatsoever to which the Town of Amherstburg may be put, or which it may suffer or sustain or for which it may be liable by reason of anything done or omitted to be done in this construction, maintenance, alteration of the works by the applicant.

The applicant agrees to complete all approved works and restore the site to the satisfaction of the



Public Works Department or their designate. Failure to comply will result in the forfeiture of the deposit.

The applicant must contact all utilities for locates prior to the commencement of any work.

**The Town requires 48 hours notification before scheduling each of the mandatory inspections noted in this permit.**

A \$2,000,000.00 insurance policy must be provided (certificate of insurance), with the Town of Amherstburg named as additionally insured.

All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto.

It is understood that all works will be constructed, altered or maintained at the expense of the applicant, and all successors and assigns; that work must not commence before a permit has been issued by the Town of Amherstburg, and that the issue of a permit by the Town does not relieve the applicant of the responsibility of complying with relevant municipal by-laws and policies.

Issuance of a building permit does not constitute approval or issuance of any required right-of-way permit associated with said building permit. Any work within the public right-of-way is prohibited unless and until a separate right-of-way permit has been applied for, reviewed, and approved by the appropriate authority.

## SECTION 9: DECLARATION OF APPLICANT

I authorize the Town of Amherstburg to make any investigations regarding this application and authorize the release of records and information to the Town of Amherstburg provided such information is received and discussed confidentially. All information collected on this form is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and will be used by the Town in determining suitability for licensing. Questions about this collection should be directed to the Town Clerk at 271 Sandwich Street South, Amherstburg, Ontario, N9V 2A5, phone (519) 736-0012.

I declare that the information contained in this application is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Applicant Signature:

Signature Date:

The Applicant shall abide by the conditions as outlined in the by-laws or policies as adopted by the Town of Amherstburg, and to hold this application as a contract when signed by the Applicant.

Physical copies of completed permits shall be submitted to the Public Works Dept at 512 Sandwich St S. Alternatively, electronic submission of executed PDF versions of the documents can be submitted to [pwd@amherstburg.ca](mailto:pwd@amherstburg.ca). Photos taken of permits and submitted will not be accepted.