

Personal Information on this form is collected pursuant to Section 286 (c) of the Municipal Act 2001, SO 2001, c.25 and City policy 04-05-02, and will be used for the purposes of administering City of Mississauga By-Law 487-78, as amended. Questions about this collection should be directed to the Transportation and Works Customer Service Counter at 3185 Mavis Road, Mississauga, ON L5C 1T7.

Approving Utility

Utility Application No.

Date

Please be advised that is proposing a new plant in

the City of Mississauga as shown on their drawing(s)

Numbered

☐ Utility Easement

Kindly examine the enclosed plan(s) and if this work meets with your approval, return this form at your earliest convenience. Should you disagree with the proposed location or have facilities that require precautionary measures please contact the applicant directly.

Anticipated
Construction Date

Contact Name

Contact #

E-mail

Street Names	Length of Work (m)

1. A road Occupancy Permit must be obtained from the applicable road authority at least 48 hours prior to commencement **(see page 2). Please note that a City of Mississauga ROP takes a minimum of three (3) business days to process**

2. If it is necessary to temporarily close the road to traffic to carry out the approved works, a permit to authorize such temporary closing must also be obtained from the appropriate road authority

3. It shall be the responsibility of the applicant to check the final approval form with enclosed package for any comments.

4. Prior to commencement of work, adjacent residents and/or businesses must be notified in writing by the applicant, including a contact name and phone number.

City of Mississauga Utility Location Approval

Approving Utility

Applicant

Application No.

Street Names

Application Date

Your application for utility location is approved subject to commencement of construction within six months

This approval does not constitute approval to construct without a Stake Out or without a ROP

Permit Coordinator

Print Name

Approval Date

Final Approval Date

IMPORTANT INFORMATION TO THE APPLICANT

- 1. **Work on City Rights of Way is not permissible without a Road Occupancy Permit**
- 2. Application for a Road Occupancy Permit requires a minimum of three (3) business days to process. Special Provision Schedule 'A' Permits requires a minimum of ten (10) business days to process.
- 3. All work within an unassumed subdivision must have the Consulting Engineer as the applicant
- 4. The applicant must obtain the necessary approvals from all the appropriate authorities that will be impacted by this application
- 5. A copy of the approved permit must be available on the job site at the time of construction
- 6. The applicant is required to obtain all stake-outs pertaining to any construction within the municipal right-of-way
- 7. The requirements of the “road occupancy” pertaining to any aspect of the approved permit shall be to the satisfaction of the Commissioner of Transportation and Works, **otherwise the job site will be closed until those requirements have been met**
- 8. Applicant must meet all conditions as set out in the permit, including *Road Occupancy Permit - General Conditions* which are available at www.mississauga.ca/portal/services/twformscentre
- 9. Any alterations to the approved permit must be approved by the Transportation and Works Department prior to such changes taking place
- 10. Storage bins placed on City property must be secured, have reflective attachments or tape to ensure visibility at night, and have warning signs to ensure that the public does not enter or removes items from the bin.
- 11. **Road Occupancy Permit Insurance requirements**

Insurance Certificate must be presented at time of application. No permit will be issued without proof of valid insurance.

Coverage requirements are:

- Construction: Comprehensive General Liability insurance with a minimum of \$5 million
- Storage: Comprehensive General Liability insurance with a minimum of \$2 million
- Special Provisions Schedule 'A': Comprehensive General Liability insurance with a minimum of \$10 million

Insurance certificate must name The Corporation of the City Of Mississauga and The Region of Peel as additional insured.

The Certificate must bear the original stamp and signature of the insurance company. The Certificate must be valid throughout the period for which the permit is issued.

A PDF of the City of Mississauga's Insurance Certificate for Road Occupancy Permit Application is available at www.mississauga.ca/portal/services/twformscentre

- 12. **Road Occupancy Permit - Fees**
As per current Transportation Fees and Charges By-law, available at www.mississauga.ca. Fees are subject to Harmonized Sales Tax (H.S.T.) where applicable

For Expedited Permit (permit requested to be processed within 24 hours and if possible) an additional fee will apply.
- 13. **Road Occupancy Permit - Security Deposits**
As per current Road Occupancy, Lot Grading and Municipal Services Protection Deposit By-law, available at www.mississauga.ca.
- 12. **Road Occupancy Permit - Method of Payment**

Fees:

- Cash
- Debit
- Certified Cheque
- Bank Draft
- Visa
- MasterCard
- American Express

Security Deposits:

- Cash
- Debit
- Certified Cheque
- Bank Draft

**Uncertified cheques will not be accepted.
Credit Card payments are not accepted for Deposits**