



Road Occupancy and Encroachment Application

Date of Application _____ Project Number _____

Proposed Start Date _____ Proposed Completion Date _____

Pavement Cut? Yes / No

Sidewalk Cut? Yes / No

Work in Ditch? Yes / No

Work on Road? Yes / No

Proper Signage Available? Yes / No Road closure required? Yes / No

Check all that apply:

Road Bore _____

Road Cut _____

Curb Cut _____

Tile Drain _____

Section One – Property Owner/Contractor Information

Roll Number _____ Lot _____ Con _____

Property Owner _____ Phone Number _____

Owner's Address _____

Company / Contractor _____

Address _____

Telephone Number _____ Cell Number _____

Email _____

Type of Installation _____

Location of Work _____

Contact Person _____

License No _____

Insurance policy and Certificate attached _____

Signature of Application of Company / Contractor _____

Section Two – Traffic Impact

- ☐ No Road Closure Required
- ☐ Road Closure / Detour
- ☐ Road restriction / one way traffic
- ☐ Flaggers Lane Closure
- ☐ Sidewalk
- ☐ Traffic Impact
- ☐ Shoulder Closure/Lane Shift

Other (please describe below):

A traffic control plan must be submitted 3 working days prior to construction. If works will take longer to complete a subsequent plan must be submitted until the works are completed.

Fee

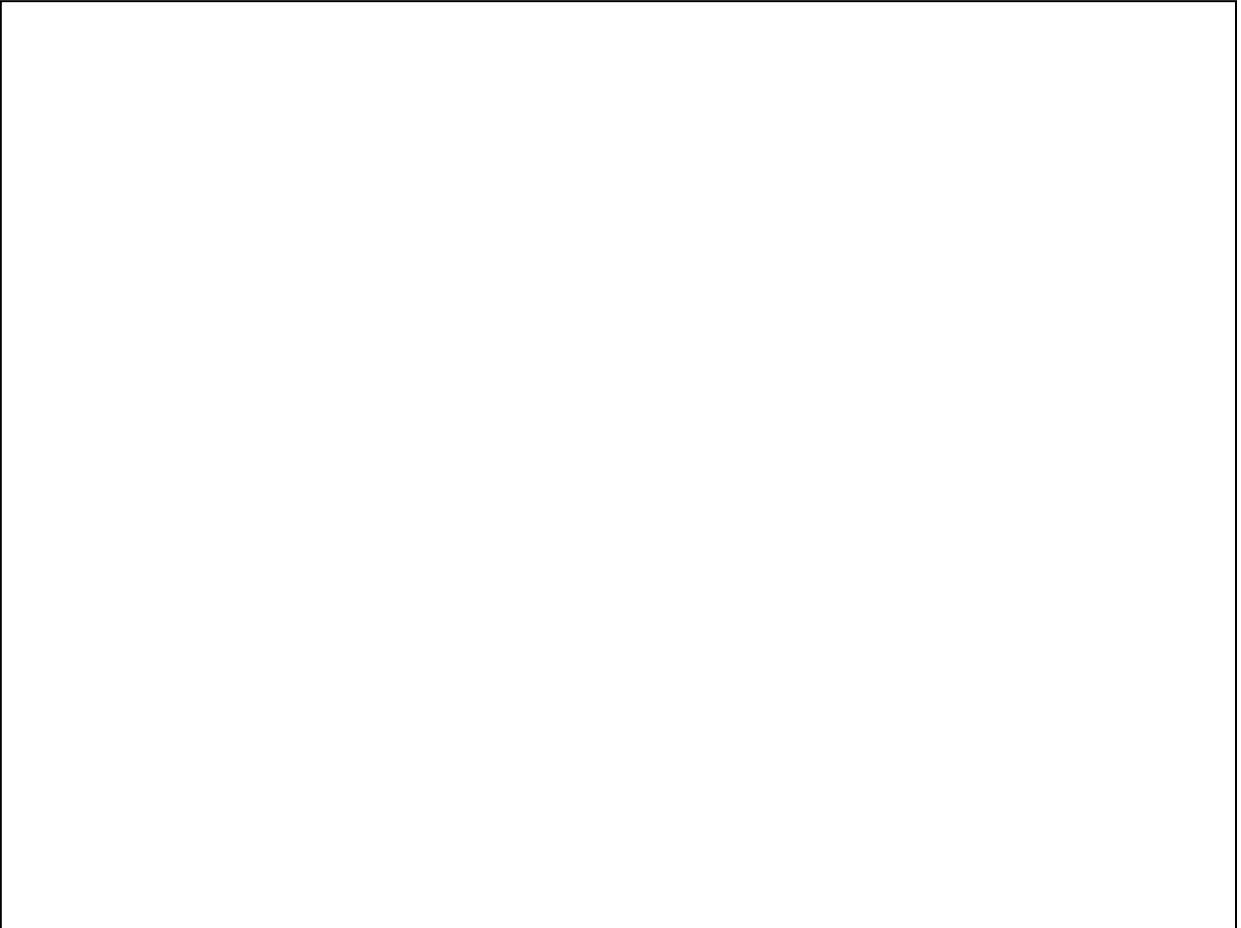
Fee of \$126.00 Payable to Township of Southgate

Received ☐ Yes ☐ No Date: _____ Initial: _____

Entered by Municipal Staff only

Section Three – Drawings – See Attached Drawing

The location of construction must be carefully diagrammed.



Public Works Manager Authorization

Date