



Please refer to the *Underpinning Works and Construction Fence Encroachment Bylaw No. 9833*. The conditions in Bylaw No. 9833 shall apply for any underpinning works or construction fence encroaching upon, under, or over City property or right-of-way.

Applicant: _____ **Tel. No.:** _____
Registered Owner of Site or Agent on Behalf of the Owner

This application is submitted for the design and construction of (check all that apply):

- Underpinning Works Construction Fence

Along the frontage of: _____
Civic Address of Site

Legal Description of Site: Lot: ____ Section: ____ Block: ____N. Range: ____W. Plan: _____

Underpinning Works Permit

Leave this section blank if you are only applying for Construction Fence encroachment.

I have submitted the following information:

- Certificate of general liability insurance for (select one):
 - If the proposed underpinning works will be located within 30 meters of an adjacent structure: \$10,000,000 per occurrence, naming the City as an additional insured.
 - If the proposed underpinning works will NOT be located within 30 meters of an adjacent structure: \$5,000,000 per occurrence, naming the City as an additional insured.
- Three copies of sealed report and design drawings from a Professional Engineer detailing, as a minimum, the following information:
 - A. Description and location of Underpinning Works, including the depth, length, and number of Underpinning Works and dimensions to property lines and adjacent infrastructure. All units to be metric.
 - B. Area of excavation face abutting City property (m²): _____
 - C. Details and timeline for which the Underpinning Works will be removed, de-tensioned or fully grouted in accordance with Section 3.2.1 of Bylaw No. 9833.
 - D. Estimated cost to remove, de-tension or fully-grout the Underpinning Works as described: \$ _____
 - E. All City and/or third party utilities and infrastructure within the City property impacted by the Underpinning Works.
 - F. Covering letter from the Professional Engineer with a summary of the information above.
 - G. Simplified plan showing the area of encroachment into City property, with dimensions from property line. This is in addition to the detailed design drawings.

Construction Fence Permit

Leave this section blank if you are only applying for Underpinning Works encroachment.

I have submitted the following information:

- Certificate of general liability insurance for \$5,000,000 per occurrence, naming the City as an additional insured.
- Three copies of sealed report and design drawings from a Professional Engineer detailing, as a minimum, the following information:
 - H. Description and location of the Construction Fence, including height, length and dimensions to property lines and adjacent infrastructure. All units to be metric.
 - I. Length of Construction Fence (m): _____
 - J. Area of the Construction Fence encroaching into City property (m²): _____
 - K. All City and/or third party utilities and infrastructure within the City property impacted by the Underpinning Works.
 - L. Covering letter from the Professional Engineer with a summary of the information above.

Third-Party Approval

Written approval is required from any third parties affected by the Underpinning or Construction Fence Works. Select one of the following options.

- I have submitted written approval from third parties affected by the Underpinning or Construction Fence Works.
- Not Applicable – no impact to third parties.

Letter of Authorization

A Letter of Authorization is required for both Underpinning Works and Construction Fence permits where the applicant is not the Registered Owner. Select one of the following options.

- I have submitted a Letter of Authorization from the Registered Owner.
- Not Applicable – applicant is Registered Owner.

Fees

The following fees will need to be paid prior to permit issuance (subject to change in accordance with the *Consolidated Fees Bylaw No.8636*):

Underpinning works:

- Encroachment fee: _____
\$54.75 x area in Item B above
- Inspection fee: \$248
- Security deposit: _____
\$5,213 + 105% of estimated cost identified in Item D

Construction fence:

- Encroachment fee: _____
\$10.50 x area in Item H above
- Inspection fee: \$248
- Security deposit: \$5,213

Note: at the time of application, the only fee due is the Application Fee.

I, the applicant, have read the requirements of the *Underpinning Works and Construction Fence Encroachment Bylaw No. 9833* and of this application and I agree to comply with the requirements contained therein and herein as well as with any permits issued by the City pursuant to this application.

I, the applicant, agree that at all times in connection with the subject matter of this application, I will comply with all federal, provincial and municipal laws, bylaws, regulations, policies, codes, ordinances, guidelines and standards, including, without limiting the generality of the foregoing, in accordance with the City's bylaws entitled *Underpinning Works and Construction Fence Encroachment Bylaw No. 9833*.

I, the applicant, agree to waive, remise, release, indemnify and save harmless the City and the City's officials, officers, employees and agents from and against all claims, demands, losses, costs (including legal costs), damages, actions, suits, or proceedings whatsoever brought by reason of, or arising from, the issuance of a Permit by the City or the proposed Underpinning Works or Construction Fence by or on behalf of the applicant.

I, the applicant, agree to release the City and the City's officials, officers, employees and agents from any losses the applicant and/or the applicant's officers, directors, employees, agents, contractors, subcontractors, licensees, permittees and/or visitors may sustain relating in whole or in part to the construction, repair, use, replacement or removal of the underpinning works or construction fence.

The terms and conditions of these indemnity and release provisions shall survive the removal of the underpinning works or construction fence.

I, the applicant, acknowledges and agrees that by signing this application, I am agreeing that if a permit is issued by the City regarding the subject matter of the application, that the application, all required documentation and the permit shall collectively constitute an agreement between the applicant and the City for the applicant to construct and use the proposed underpinning works or construction fence in accordance with this application, the *Underpinning Works and Construction Fence Encroachment Bylaw No. 9833*, all required documentation and the permit.

Registered Owner of Site: _____
Print Legal Name

Signature: _____ **Date:** _____

Mailing Address: _____

E-mail Address: _____

For Office Use

- Application Fee: Underpinning Works: \$522
 Construction Fence: \$106