

**ANNEX « A »**

**CHECKLIST**

**WORK ON TOWN PROPERTY**

- Copy of locates of all public utilities.
- Copy of notice given for trench work to the Ministry of Labour.  
(as per regulation page R-10 – Section 7 – item 2.13.91)
- Submit a traffic control plan in compliance with MTO (Book Seven).
- Proof of insurance liability.  
***Town must be named additional insured on certificate.***
- Submit work schedule.  
(include estimated cost and list of proposed equipment to be used)
- Submit the description of road reinstatement.
- Approval of Public Works Department.  
  
\_\_\_\_\_ (date sent)
- Deposit required: \_\_\_\_\_  
(cash or certified cheque to be 100% of the estimated costs approved by the Town, including engineering services)
- Permit (\$100.00 fee).
- The Engineer responsible for supervision will be appointed by the Town.
- The applicant will be responsible for all professional and applicable fees.

Comments:

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**FOR OFFICE USE ONLY**

**Date received:** \_\_\_\_\_

**Permit No.** \_\_\_\_\_