

**GENERAL CONDITIONS**

A signed agreement with the Municipality that will include but not limited to the requirements below.

1. An application fee of \$350.00 for simple applications (under 30m with minimal impact) or a complex application fee of \$650.00 (over 30m and/or significant impacts)
2. A plan of survey, establishing the boundaries of the road allowance and the proposed work.
3. A written description of the work to be done, including the location of such work within the road, and the effect of such work, if any, on any adjacent property. The description must be approved by the Council of the Corporation or delegated authority before any work is commenced. No concrete surface shall be placed within the road allowance.
4. The views in writing of the owners of each parcel of land which abuts the road to be improved. Proof of notification by registered letter is acceptable.
5. An insurance policy with liability cover of not less than \$5,000,000.00 with respect to liability to any persons using the road for the duration of the agreement. Such policy could be reviewed by the Corporation insurer. Proof of this coverage shall be sent to the Township by January 31 of each year.
6. An annual fee of \$250.00 shall be paid by the applicant by January 31 of each year.
7. An irrevocable standby letter of credit or certified cheque for full amount of the value of the improvements, (Contractor quotes are used to determine value of the improvements), issued by a chartered bank. Plus the application cost of this Agreement of \$350.00 for a simple application and \$650.00 for a complex application.
8. From the time of application to the time of entering into the agreement shall not be more than 6 months. If this time frame is exceeded, then the application will be considered null and void and the deposit will be returned, and the application fee will be forfeited to the municipality.
9. It is the property owner's responsibility to contact The Public Works Department for final inspection. If no final inspection has been made after a prior to the completion date. the **municipality will retain** the performance bond. Call Public Works at 1-877-566-0005 or 705-635-2851.

<b>THIS SECTION TO BE COMPLETED BY APPLICANT</b>	
<b>PROPERTY OWNERS NAME:</b>	
<b>MAILING ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>EMAIL ADDRESS:</b>	
<b>PROPERTY INFORMATION</b>	
<b>PROPERTY ROLL NUMBER:</b>	
<b>LOCATION OF ROAD ALLOWANCE: LOT:</b>	<b>CONCESSION:</b>
<b>WARD:</b>	<b>CLOSEST MUNICIPAL ROAD</b>
<b>CLOSEST EMERGENCY NUMBER</b>	
<b>LOCATION DESCRIPTION (ATTACH SKETCH AND SURVEY INFORMATION)</b>	
<b>CONTRACTOR:</b>	
<b>CONTRACTOR'S REPRESENTATIVE:</b>	
<b>TELEPHONE #</b>	<b>EMAIL #</b>
<b>I GIVE PERMISSION FOR THE TOWSHIP TO CONTACT THE CONTACTOR DIRECTLY RELATING TO THIS PROJECT</b>	
<b>YES</b>	<b>NO</b>
<b>DATE:</b>	<b>SIGNATURE:</b>

**PERMIT APPROVAL**  
**To be completed by the Township of Lake of Bays before construction.**

Office Use Only

Received by:		Date Received:	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Amount:	
01-1-300000-14010 # 36	(\$350.00 or \$650.00) \$ _____	01-4-041000-41020 # 7	Minimum (\$500.00) \$ _____

RECEIPT ISSUED (Date) \_\_\_\_\_ Emailed \_\_\_\_\_  
 Mail \_\_\_\_\_ Hand Delivered \_\_\_\_\_

LOCATION INSPECTED BY \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

COUNCIL APPROVAL REQUIRED YES  NO

REMARKS/INSTRUCTIONS TO APPLICANT:  
 \_\_\_\_\_

CIRCULATED TO:

Department	Date	Remarks Received	
Building <input type="checkbox"/>	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Planning <input type="checkbox"/>	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clerks <input type="checkbox"/>	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**INSTALLATION APPROVAL**

**(Applicant to arrange for final inspection through Public Works Office)**

APPROVED: YES  NO  DATE: \_\_\_\_\_  
 DEFICIENCIES (IF APPLICABLE) \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LETTER TO: APPLICANT  TREASURY DEPARTMENT  PUBLIC WORKS

INVOICE REQUIRED: YES  NO

PERFORMANCE BOND REFUND \$ \_\_\_\_\_ DATE \_\_\_\_\_