

**The Corporation of the
Town of Arnprior**

By-law Number 6585-16

A by-law of the Corporation of the Town of Arnprior to regulate road activity on Town highways.

Whereas Section 8 of the *Municipal Act 2001*, S.O. 2001, c.25 provides broad authority to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues;

Therefore the Council of the Corporation of the Town of Arnprior enacts as follows:

Definitions

1. In this by law,

"date of final reinstatement" means the day that the finished surface is satisfactorily reinstated on any road cut that has been opened unless the road cut has to be re-excavated in order to execute repairs, in which case the "date of final reinstatement" means the day the repairs are satisfactorily completed;

"deleterious material" means subsurface soils of an undesirable nature such as, but not limited to, highly organic silts, sensitive or ultra-sensitive clays, peat or other highly compressible soils, and soils containing noxious or hazardous chemical or waste products;

"Director" means the Director of Public Works of the Town of Arnprior or authorized representative;

"heave" means any rise in the surface of a road cut in relation to the grade of the adjacent undisturbed highway;

"highway" means a common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway, and except as otherwise provided, includes a portion of a highway and includes the area between the lateral property lines thereof;

"O.P.S.S." means Ontario Provincial Standard Specifications, as amended;

"pathway" means the parts of a highway set aside by the Town for the use of pedestrians and cyclists;

"public works" means works supplying the general public with necessities or conveniences and includes, but is not limited to, works for the production, supply and transmission of gas, oil, sewer, water and electric power or energy, and all telephone, cable television and other telecommunications lines;

“public utility” means a board, commission, or corporation that provides a public work under the authority of any statute, charter, by-law or franchise;

“road activity” includes the temporary occupancy of the highway for work of any nature by the Town or any public utility or person but does not include a road cut;

“road cut” means a surface or subsurface cut in any part of a highway made by any means, including any excavation, reconstruction, cutting, saw cutting, overlaying, crack sealing, breaking, boring, jacking or tunneling operations;

“road overlay” shall mean the reinstatement of a road across the entire width of the road from a point before the work area to a point beyond the work area, as determined by the Director, with 50 mm of HL3 asphalt or approved equivalent, and shall include the partial removal of existing asphalt to a 50 mm depth.

“roadway” means the part of a highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separated roadways, the term “roadway” refers to any one roadway separately and not to all of the roadways collectively;

“settlement” or “settled” means any sinking of the surface of a road cut in relation to the grade of the adjacent undisturbed highway;

“shoulder” means that part of a highway immediately adjacent to the roadway and having a surface, which has been improved for the use of vehicles with asphalt, concrete or gravel;

“sidewalk” means all parts of a highway set aside by the Town for the use of pedestrians;

“Town” means the Corporation of the Town of Arnprior, or land included within the Town of Arnprior as appropriate.

“vehicle” means an automobile, motorcycle, motor assisted bicycle, traction engine, farm tractor or farm machinery, road building machine, construction vehicle, bulldozer, backhoe, excavator, grader, asphalter, earth mover, compactor, crane, lift, skid steer, generator, welder, streetcar or other vehicle running only on rails, motorized snow vehicle, offroad vehicle, trailer, boat, bicycle, or any vehicle drawn, propelled or driven by any kind of power, including but not limited to mechanical power, muscular power or wind power.

“warranty” means a guarantee by the permit holder that the work for which a permit has been issued has been carried out in accordance with the Town’s requirements.

Road Cuts

2. Except as provided in Section 3, no person shall undertake a road cut on a Town highway without first obtaining a Road Cut Permit from the Town to do so.

Emergency Work

3. (1) Subject to subsections (2) and (3) hereof, where public safety or health, or a major business interruption in public works is concerned, a road cut or road activity may be carried out without regard to the prior notification provisions of this by-law.
- (2) Where an emergency road cut or road activity has been undertaken, the person undertaking the road cut or road activity shall, on the same day the work is commenced, or if the Town offices are closed, no later than the start of the next working day, notify by telephone the Town of the following:
 - (a) the name of the public utility or contractor undertaking the road cut or road activity;
 - (b) the nature of the work;
 - (c) the location of the proposed road cut or proposed road activity;
 - (d) the estimated duration of the work; and
 - (e) the reason for proceeding without obtaining a permit or, in the case of road activity, without providing the required notice.
- (3) The Director may require any or all information to confirm the validity of an emergency road cut or road activity. Should insufficient proof of an emergency be submitted the applicant would be notified in writing that they are subject to the same restrictions and penalties as no permit.
- (4) Where work has proceeded under this section, a road cut permit shall be applied for or notice provided of a road activity on the same day the work is commenced, or if Town offices are not open for the issuance of permits, on the morning of the next day on which the offices are open.

Road Cut Permit

4. (1) When applying for a road cut permit, the applicant shall,
 - (a) complete the prescribed application form;
 - (b) furnish to the Town such information as the Director may require including but not limited to a traffic management plan; and
 - (c) file the completed application.
- (2) When filing the completed application, the applicant shall pay the following fees:
 - (a) a non-refundable permit fee as indicated in the User Fees and Charges by-law;

- (3) A road cut permit shall not be issued until,
 - (a) proof of insurance has been filed;
 - (b) security has been provided (as per section 7. Security);
 - (c) the permit fees required have been paid;
 - (d) The application has been completed to the satisfaction of the Town;
 - (e) the applicant has certified that,
 - (i) all public utilities have been informed of the proposed road cut; and
 - (ii) work shall not commence until each public utility has given the applicant the position of its underground plant.
- (4) Work being undertaken by Town forces is exempt from the provisions contained within this by-law.
- (5) Work being undertaken by a contractor being contracted by the Town is exempt from the provisions contained within this by-law provided that the contractor is in possession of a valid commence work order issued by the Town for the work being undertaken.
- (6) (a) A road cut permit is not transferable and
(b) A road cut permit may be revoked by the Town if any of the terms and conditions of the permit are breached or there is an alleged contravention of any of the sections of this by-law.
- (7) A road cut permit shall become void if the work authorized by the permit is not commenced within ninety (90) calendar days of the date of its issue. A permit fee and inspection fee for the renewal as indicated on the application form will be charged and are not refundable in whole or in part.
- (8) No permit holder shall work at a job site without the road cut permit on-site and available for inspection.
- (9) Where two (2) or more cuts are proposed, the Director may state the order in which the work is to be performed.
- (10) The applicant shall be responsible for ensuring that all provisions of this and any other applicable by-law are met.
- (11) The applicant is to be notified by the Director at the time of permit issuance if a road overlay is required.

Notice Requirements for Road Cut and Road Activity

5. (1) Where a road cut or road activity will affect private property or its access or egress, the permit holder or the person responsible for the road activity shall, at least five (5) working days prior to commencing a road cut or road activity, notify the resident in writing of the affected property of the plan for,
 - (a) the work,
 - (b) the approximate start date, and
 - (c) the duration of the work.
- (2) Where the work is of a major nature or duration and will cause general inconvenience to all the residents and businesses located beside or near the highway where the work will occur, every permit holder or person responsible for the road activity shall, at least five (5) working days prior to commencing the work, notify every resident and business located beside or near the highway where the work will occur of the plan for,
 - (a) the work,
 - (b) the approximate start date, and
 - (c) the duration of the work.
- (3) The Director may determine, for reasons of public safety or the effective operation of the public transportation system, when a road cut, road activity or reinstatement of a road cut shall occur.

Insurance

6. (1) Every applicant for a road cut permit shall provide and maintain or cause to provide and maintain:
 - (a) Commercial General Liability insurance acceptable to the Town and subject to limits of not less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury including death, damage to property including loss of use thereof, contractual liability, non-owned automobile and contain a cross liability severability of insured clause. Such Commercial General Liability insurance policy shall be in the name of the applicant and shall name the Town of Arnprior as an additional insured thereunder.
 - (b) Standard OAP 1 Automobile Policy subject to a limit not less than five million (\$5,000,000) per accident for all licensed vehicles owned or leased by the applicant or the applicant's employees.

- (c) If applicable "Broad Form" (all risk) Contractor's Equipment covering Construction Equipment used by the applicant for the performance of the work including costs to cleanup and restore property damaged by sudden and accidental escape of pollutants and shall not allow subrogation claims by the Insurer against the Municipality.
- (d) If required by the Town,
 - i) Contractor's pollution Liability insurance subject to limits of not less than two million dollars (\$2,000,000) inclusive per claim and shall include coverage for but not limited to, bodily injury including death, property damage and remediation costs which are reasonable and necessary to investigate, neutralize, remove, remediate (including associated monitoring) or dispose of soil, surface water, groundwater or other contamination. The policy shall remain in force for one (1) year following completion of work. The Town shall be named as an additional insured.

Or

- ii) Endorsement for Sudden and Accidental pollution 120 hour reporting and subject to a limit of not less than less than two million dollars (\$2,000,000) inclusive per claim. Coverage shall be for costs to cleanup and restore property damaged by sudden and accidental escape of pollutants.
- (2) The insurance coverage referred to in subsection (1) hereof shall be maintained for one (1) year following the date of final reinstatement of the highway.
- (3) The insurance policy referred to in subsection (1) (a), (c) and (d) hereof shall contain an endorsement to provide the Town with thirty (30) days written notice of cancellation.
- (4) Evidence of the insurance referred to in subsection (1) hereof shall be provided to the Town prior to issuance of a road cut permit. Should the required insurance coverages expire prior to one (1) year following the date of final reinstatement of the highway the applicant shall be required to submit to the Town a new certificate of insurance evidencing that the required insurances are in place.

Security

- 7. (1) Every applicant for a road cut permit shall provide security in cash or irrevocable letter of credit or other financial security acceptable to the Town's Director of Corporate Services/Treasurer in the amount as calculated on the appended

Road Cut Application/Permit Template to guarantee that the applicant will carry out and maintain the work authorized by the permit and that the highway is left in a proper state of repair to the satisfaction of the Director of Public Works.

- (2) The Town shall hold the security referred to in this section for a period of two (2) years following the date of final reinstatement, as a guarantee that the highway is left in a proper state of repair.
- (3) Notwithstanding paragraphs 7(1) and 7(2), an applicant who intends to complete multiple road cuts in any given year may provide the Town with blanket security in the amount of \$50,000 which will be held indefinitely by the Town as security for any current or upcoming road cuts. The blanket security would be eligible for release once all road reinstatement for which it is being held has been completed to the satisfaction of the Town and the warranty period has expired. At the Director's sole discretion, the securities may be released in stages.
- (4) Notwithstanding paragraphs 7(1) and 7(2), an applicant who does not wish to provide security may provide the Town with a non-refundable fee in the amount of 50% of the reinstatement costs to be retained by the Town for use in the future reinstatement of road cuts on an as-needed basis as determined by the Town.

Telephone

8. The permit holder shall maintain and answer a telephone at all times (24 hours, seven days-a-week) during the period for which the permit holder is responsible for the road cut, including the guarantee period, so that the Town can advise the permit holder of any necessary repairs to the road cut.

General Road Cut Requirements

9. (1) The permit holder shall open a road cut in such a manner as to do the least possible damage to the highway and to any public utility or municipal service.
- (2) The work shall proceed expeditiously and no permit holder shall allow a road cut to remain open for more than twenty-four (24) hours unless the work is actively in progress.
- (3) The site shall be kept clean and safe, and sources of dust controlled at all times until the final reinstatement has been completed.
- (4) The permit holder and contractor shall comply with and be bound by the provisions of the Occupational Health and Safety Act, R.S.O. 1990, chap. O.1, as amended.

Excavated Material and Road Cut Methods

10. (1) No permit holder shall place material on any roadway or sidewalk at any time or in a location where, in the opinion of the Director, it will create a traffic or safety hazard.
- (2) Where a road cut is made in any concrete surface, the permit holder shall break out and remove all concrete,
- (a) to the nearest expansion joint, or dummy expansion joint, using a concrete saw if necessary, to provide on all sides of the road cut, a clean vertical surface; or
 - (b) as specified by the Director.
- (3) Where a road cut is made in asphalt pavement, the asphalt shall be cut with a concrete saw to produce,
- (a) a rectangular opening with edges which are vertically straight; and
 - (b) a cut, which is large enough to accommodate the proposed works without undermining the adjacent asphalt pavement.
- (4) Where boring, jacking or tunneling is used for any subsurface road cut,
- (a) the method used shall be approved by the Director; and
 - (b) if a cave-in, settlement or heaving results therefrom, the surface in the affected area shall be removed and reinstated by the permit holder in accordance with this by-law to the satisfaction of the Director.

Reinstatement and Backfill Requirements

11. (1) The permit holder is responsible for,
- (a) the temporary and permanent reinstatement of a road cut subject to the provisions of this by-law;
 - (b) the maintenance of temporary reinstatements, as provided for in this by-law, on every road cut which prior to November 14 in any year is not in a condition to be permanently reinstated, and is carried over for permanent reinstatement prior to June 30 of the following year;
 - (c) the employment of a contractor who meets the approval of the Director.

- (2) All reinstatements shall be done to current O.P.S.S. standards. A highway shall be reinstated with,
- (a) the same type of material, except for deleterious material, and to the same thickness as the adjoining construction when originally constructed; or
 - (b) material of a thickness that has been approved by the Director, and all reinstatements shall be to the satisfaction of the Director.
- (3) Temporary surfacing of a roadway with asphalt shall meet the following requirements:
- (a) the road cut shall be temporarily reinstated immediately after backfilling is completed;
 - (b) the reinstatement shall be to the same level as the adjacent surface; and
 - (c) prior to the highway being opened to traffic, the top fifty (50 mm) millimetres of the road cut shall be surfaced with hot mix asphalt or, if hot mix asphalt is unavailable, with emulsified cold mix asphaltic material, all hand-tamped or rolled to a smooth, flat condition using commonly accepted practices and standard tamping or rolling equipment.

Asphalt and Surface Treated

12. Final reinstatement of asphalt and surface treated roadways shall meet the following requirements:
- (a) final reinstatement shall be undertaken within thirty (30) days of backfilling.
 - (b) despite the provisions of paragraph (a) hereof, the Director may allow the permit holder to resurface at a later date because of supply, weather or other conditions beyond the control of the contractor or permit holder;
 - (c) the asphalt shall be laid in accordance with all applicable O.P.S.S. standards.
 - (d) the road cut shall be reinstated to the same level as the adjacent surface and the riding surface shall be to the satisfaction of the Director; and
 - (e) the permit holder may be required to grind and resurface a forty (40 mm) millimetre lift of hot mix HL3 asphalt over the roadway in addition to the road cut reinstatement. This shall be undertaken to the limits directed by, and to the satisfaction of the Director.

Grassed Surfaces

13. Grassed areas shall be reinstated as follows:
- (a) a minimum base of one hundred and fifty (150 mm) millimetres of top soil shall be placed over the road cut after backfilling and the sod shall be replaced; or
 - (b) if conditions warrant, the Director may allow all or part of the area to be seeded; and
 - (c) the permit holder shall maintain the seeded or sodded area until the grass is properly established, to the satisfaction of the Director.

Sidewalks

14. Sidewalks and pathways shall be reinstated as follows:
- (a) a concrete sidewalk or pathway shall be reinstated to the proper grade by pouring a slab of concrete, which shall be in accordance with the current Town standards; and
 - (b) an asphalt sidewalk or pathway shall be reinstated to the proper grade with hot mix HL3 asphalt, which shall have a minimum thickness of fifty (50 mm) millimetres.

Completion of Work

15. Upon completion of the temporary surfacing or permanent reinstatement of the road cut all excess material shall be removed from the area of the road cut and the area shall be left in a safe, neat and clean condition, similar to the condition of the highway area adjacent to the road cut, all to the satisfaction of the Director.

Testing

16. The Director may at any time require a permit holder to provide at the permit holder's expense,
- (a) test reports, from a testing laboratory satisfactory to the Director, showing the degree of compaction that has been achieved; or
 - (b) a certificate from an engineer, or from a testing laboratory satisfactory to the Director, certifying that the backfilling procedures have been performed in accordance with this by-law.

Protection of Trees

17. (1) For the purposes of subsections (2) to (4) inclusive,

- (a) the dripline is three-tenths of a metre (0.3 m) from the trunk of the tree for every 3 centimetres of trunk diameter; and
 - (b) the trunk diameter is measured at a height of one and two-tenths metres (1.2 m) for trees of fifteen centimetres (15cm) in diameter and greater, and at a height of three-tenths of a metre (0.3 m) for trees of less than fifteen centimetres (15cm) in diameter.
- (2) Subject to subsection (3), no permit holder shall carry out work within the dripline of a Town-owned tree.
- (3) If the permit holder must carry out work within the dripline of a Town-owned tree, the permit holder shall tunnel or bore under the dripline area.
- (4) The permit holder shall protect all trees from materials, equipment and changes in the grade of soil within the dripline area by the placement of protective fencing.
- (5) No permit holder shall remove, trim or alter any tree unless authorization is first received from the Director.
- (6) If a tree is removed, or damaged and must be replaced, as determined by the Director, the permit holder shall be responsible for removing and replacing the tree at his or her expense and shall pay to the Town the value of the removed tree.
- (7) For the purposes of subsection (6), a replacement tree shall have a minimum diameter of seventy millimeters (70mm) measured at a point three-tenths of a metre (0.3 m) above ground level and be of a species approved by the Town, and the value of the tree to be replaced will be determined by Town staff.
- (8) Where the physical conditions are such that the permit holder cannot comply with the provisions of subsection (2), (3) or (4), the Director may approve alternative methods of work to maximize the protection of trees.

Warning Devices, Barricades and Traffic Signs

18. (1) The permit holder shall erect and maintain warning devices, barricades and traffic signs where applicable, in accordance with the Occupational Health and Safety Act, R.S.O. 1990, chap. O.1, as amended, and any applicable provincial traffic regulations.
- (2) If the permit holder fails to comply with subsection (1) hereof, the Director may order the erection and maintenance of any warning devices, barricades and signs considered necessary at the permit holder's expense, and the cost thereof shall be paid by the permit holder forthwith on demand, or deducted from the security.

Explosives

19. No permit holder shall use any explosives in connection with the work for which the permit has been issued unless:
- (a) the work is conducted under applicable Ontario Provincial Standard Specifications, (OPSS) as amended; and
 - (b) A pre-blast survey is completed by a licensed professional to the satisfaction of the Director. Additional insurance may be required by the Director.

Cut Failure and Warranty Requirements

20. (1) For temporary reinstatement of the highway, a permit holder is responsible for,
- (a) the repairs necessary to correct any road cut considered by the Director to be unsatisfactory by excavation or reinstatement when any settlement or grade differences occur until the road cut has been permanently reinstated; and
 - (b) the repair of grade differences in excess of twenty-five (25 mm) millimetres regardless of cause.
- (2) Following permanent reinstatement of the highway a permit holder is responsible for,
- (a) subject to the provisions of subsection (3) hereof, the repairs necessary to correct any settlement or surface deterioration for a warranty period of twenty-four (24) months following the date of final reinstatement of the highway, being the last time the permit holder repaired the road cut; and
 - (b) the costs incurred by the Town for any temporary and permanent surface repairs resulting from improper backfilling or compaction of the highway.
- (3) A difference of five (5 mm) millimetres, or greater, between the reinstated surface and the undisturbed adjacent surface is deemed to be an unacceptable amount of settlement.
- (4) Where the backfilling or reinstatement does not comply with the provisions of this by-law, or the backfilling or reinstatement settles, the Director shall give verbal notice to the permit holder, specifying the remedial work, which the permit holder must carry out.
- (5) The verbal notice referred to in subsection (4) hereof shall be confirmed in writing and served on the permit holder,

- (a) by registered mail to the permit holder's address as stated in the application form; or
 - (b) personally.
- (6) If the permit holder has not done the work referred to in subsection (4) hereof within seventy-two (72) hours of delivery of the written notification, the Director may order the work to be done at the permit holder's expense. All costs incurred by the Town shall be paid by the permit holder forthwith on demand, failing which the costs shall be deducted from the security required under Section 7 of this by-law.

Emergency Repairs

- 21.(1) If the Director is of the opinion that a road cut reinstatement has created an emergency situation which can cause damage to vehicles or endanger the public, the Director may protect the area and,
- (a) make immediate repairs; or
 - (b) telephone the permit holder using the telephone service provided by the permit, advising the permit holder as to the repair work which must be carried out.
- (2) If there is no answer from the permit holder's telephone or the telephone is out of order or the permit holder does not carry out the required repairs to the satisfaction of the Director within four (4) hours of placing the telephone call, the Director may order the work to be done by the Town and the Director shall confirm in writing to the permit holder the remedial action which has been taken.
- (3) All work done by the Town pursuant to subsections (1) or (2) hereof shall be at the expense of the permit holder and the costs of the Town shall be paid by the permit holder forthwith on demand failing which the costs shall be deducted from the security.

Responsibility for Claims

22. (1) Except as limited by subsection (2) hereof, a permit holder shall be responsible for all loss or damages arising from the work done by or for the permit holder.
- (2) A permit holder shall be responsible for all loss or damage arising directly or indirectly from settlement of the surface of a highway within a period of two (2) years following the date of final reinstatement of the highway.
- (3) Where a highway or public utility on the highway has been damaged by a permit holder, the Town or the public utility respectively has the sole responsibility for deciding who shall carry out the repairs.

Indemnification

23. A road cut permit is issued subject to the condition that the permit holder shall indemnify and save harmless the Town and each of its officers, agents, servants and workmen from all causes of action, loss, costs or damages arising from the execution, non-execution or imperfect execution of any work authorized by this by-law whether with or without negligence on the part of the permit holder or the officers, agents, servants or workmen of the permit holder.

Penalties

24. (1) Every person who contravenes any of the provisions of this by-law is guilty of an offence and on conviction is liable to a fine not to exceed the limits of the Provincial Offences Act., R. S. O. 1990, c. P. 33 as amended.
- (2) A person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 and the total of all of the daily fines for the offence is not limited to \$100,000.00 as provided for in subsection 429(3)2 of the Municipal Act, 2001, S.O 2001, c.25, as amended.

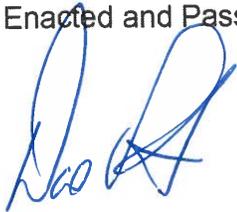
Severability

25. If any section, subsection or part or parts thereof be declared by any Court of Law to be bad, illegal or ultra-virus, such section, subsection or part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

Short Title

26. This by-law may be cited as the "Road Activity By-law".

Enacted and Passed this 9th day of May, 2016.



Mayor David Reid



Maureen Spratt, Clerk



TOWN OF ARNPRIOR
105 Elgin Street West
Arnprior, ON K7S 0A8
Phone: (613) 623-4231 **Fax:** (613) 623-9960 **After Hours:** (613) 751-6764

ROAD CUT APPLICATION / PERMIT (TEMPLATE)

Name and Address of Applicant

Applicant's Name

Address

City/Province/Postal Code

Phone Number

Fax Number

Location of Proposed Work: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Description of Work Being Performed:

Deposit Rate:

Standard Items	Fee
Non-refundable Permit Fee (as per User Fees and Charges By-law)	
Non-refundable Inspection Fee (as per User Fees and Charges By-law)	
Total non-refundable fee	
Security Requirements	
Road: _____ m ² x \$45.00/m ² (minimum \$450)	
Sidewalk: _____ m ² x \$100/m ² (minimum \$500)	
Curb: _____ m x \$120/m (minimum \$500)	
Lawn: _____ m ² x \$45/m ² (minimum \$450)	
Total Security	

Before this permit is executed by the Town, the applicant shall deposit with the Town the Total Security as calculated in the above table in cash or irrevocable letter of credit or other financial security acceptable to the Town's Director of Corporate Services/Treasurer as stipulated under By-law 6585-16 Section 7. Alternatively, a non-refundable fee in the amount of 50% of the above calculated total security can be paid to the Town's Director of Corporate Services by cash, certified cheque or bank draft as stipulated under Section 7. Should the applicant have in place blanket security in the amount of \$50,000 with the Town, individual security requirements for each application will not be required.

Every applicant for a road cut permit shall provide and maintain insurance acceptable to the Town in accordance with Arnprior By-law 6585-16 Section 6.

*A sketch of the work zone must be completed and accompany the application. Please attach your own electronic file or a drawing to scale on 8.5 inch by 11 inch grid paper.

By executing this application, the applicant agrees to all applicable terms and conditions stated in Town of Arnprior By-law 6585-16.

APPLICANT'S SIGNATURE

DATE

TOWN'S APPROVAL SIGNATURE

DATE