



**PARKS AND OPEN SPACE DEPARTMENT  
PARK ACCESS APPLICATION AND PERMIT**

Park Name:	
Project Location (Street address):	(Postal Code):
Project Type: <input type="checkbox"/> Pool <input type="checkbox"/> Landscaping <input type="checkbox"/> Building Renovation <input type="checkbox"/> Other: _____	
Applicant Name:	Applicant Phone:
Applicant Type: <input type="checkbox"/> Property owner at above project location <input type="checkbox"/> Contractor working at above project location	Applicant Email:
Applicant Address (Street address):	(Postal Code):
<input type="checkbox"/> Same as Project Location	
Refundable Security Deposit (minimum \$3000.00) submitted by:  <input type="checkbox"/> Applicant/Same as above <input type="checkbox"/> Other _____	
<b>I have read and understood the terms and conditions as outlined below:</b>	
<b>Applicant Signature:</b> X	<b>Date:</b> X

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990, c. M.46 (as amended), and will be used by Parks and Open Space staff to determine the number of applications received and to record the number of applications which are approved as well as the parks involved. Questions about this collection should be referred to the Parks Administrator, Parks and Open Space Department, Town of Oakville, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3. Phone 905-845-6601, extension 3076.

**Required with submission: permit fee of \$160.60, refundable security deposit (amount to be determined with applicant), and any required permissions from Enbridge, TransCanada Pipelines, or Union Gas.**

**TERMS AND CONDITIONS**

This permit is granted subject to the following terms and conditions:

The Town of Oakville requires that contractors working on or crossing town property have a **valid business licence** which provides protection for the consumer by requiring proof of insurance and security clearances. Please visit oakville.ca and search “licensed contractors” to view lists of contractors who have obtained the proper credentials to work within the Town. **Contractors not on these lists are required to be licensed by the Licensing Commissioner.**

Work is not to commence until an approved copy of the Park Access Permit application is received by the applicant. The approved application serves as proof of the permission, no other document will be issued.

Inspection of the site by a Parks representative is necessary to determine compliance with this permit and **the applicant authorizes and consents to such inspection.** Upon completion of work, the applicant must notify the Parks and Open Space Department to arrange for a final inspection.

Work authorized by this permit shall be completed in all respects and **include reinstatement** of the Park/Public space and amenities to **as good as or better than site conditions prior to the project.**

It is understood by the applicant that he or she is totally responsible for any damage to park property arising from this permission to use park property and he or she shall forthwith reimburse the Town for the total cost to the Town of repairs and supervision to reinstate the park to its original condition.

All work and reinstatement of the park space is to be **complete within six (6) weeks** of the permit issue date or before the first (1<sup>st</sup>) day of December of the year of issuance, whichever occurs first. Extensions will not be issued except with the written permission of the Director of Parks and Open Space. An additional Park Access Permit fee will be required and a new permit must be issued.

All **reinstatement** of disturbed grounds and amenities shall be **completed using approved materials as defined by the Town.** All disturbed green open park space, including boulevards, trail heads and trail edges shall be reinstated using sod. Sod shall be watered to a depth of 2.5 cm twice weekly for a minimum of three weeks after installation.

**TERMS AND CONDITIONS continued**

**All by-laws and town policies must be observed** including but not limited to REGIONAL MUNICIPALITY OF HALTON Tree BY-LAW NO. 121-05 (viewable halton.ca), Town of Oakville By Laws: Licensing and Regulation of Various Businesses By-Law 2015-075, Parks By-Law 2013-013, Fences and Privacy Screens By-Law 2002-034, Site Alteration By-Law 2003-021, Private Tree Protection By-Law 2008-156. (viewable at oakville.ca)

\*\*\*\*\* RETURN OF REFUNDABLE SECURITY DEPOSIT \*\*\*\*\*

To ensure that the park property is returned to its original condition, before being used for access by the applicant, a minimum deposit in the amount of **\$3,000.00 certified cheque** will be required before any construction commences. The specific amount will be confirmed by the Town and will be cashed and returned upon completion of the project. **A fee of \$160.60 (2017 fee) is required for the Park Access Permit (non-refundable).**

Refundable Security Deposits are collected at time of permit application by the Parks and Open Space Department. Upon completion of the project, a representative of the Parks and Open Space Department will complete a site inspection and approve the reinstatement, or report any deficiencies to the Permit Applicant. Reimbursement of Securities will be issued after passing inspections from Parks and Open Space, Development Services, Construction and Engineering, Forestry and/or any other Town interests who have been involved with the project. Failure to complete the project by the expiry date or to obtain extension approval from the Director will result in Town resources being used to reinstate the area. Labour, equipment, materials and administration costs will be deducted from the security.

A key will be issued by the Town if access is required thru Park gates. \$100.00 of the security will be held against return of the key at the conclusion of the project.

**NOTE: Written approval is also required to cross the TransCanada PipeLines. Contact Mark O'Connell at TransCanada PipeLines at 289-260-3514. Approval to cross Union Gas pipelines can be obtained by contacting the Hamilton Halton District Engineer at 289-649-2060. Approval to cross Enbridge pipelines can be obtained by contacting Ann Newman, Crossings Co-ordinator, at 519-339-0503. Copies of these approvals must accompany the Permit request.**

It is the responsibility of the permit holder or their agent to arrange for a final inspection prior to parks securities being reimbursed. TO BOOK FINAL INSPECTIONS  
PLEASE CALL (905) 845-6601 Ext 3610 OR EMAIL: howie.kumagai@oakville.ca

<b>OFFICE USE ONLY:</b>	Permit Fee Received: \$
Payments Received:	Security Received: \$
Approval Signature:	Approved by: <b>Howie Kumagai</b>
Date Issued:	Date Expiry:

CONTRACTOR LICENSE:  YES  N/A \_\_\_\_\_  
SIGNATURE DATE

ASSUMED PARKLAND:  YES  NO \_\_\_\_\_  
SIGNATURE DATE

SITE INSPECTED BY: \_\_\_\_\_  
SIGNATURE DATE

ACCESS GRANTED:  YES  NO \_\_\_\_\_  
SIGNATURE DATE

FINAL INSPECTION BY: \_\_\_\_\_  
SIGNATURE DATE

NOTES: \_\_\_\_\_  
DATE

DEPOSIT OR PORTION THEREOF RETURNED \_\_\_\_\_  
DATE