



PARKS AND OPEN SPACE DEPARTMENT
PARK ACCESS APPLICATION AND PERMIT

Form with fields for Park Name, Project Location, Project Type, Applicant Name, Applicant Phone, Applicant Type, Applicant Address, Refundable Security Deposit, and signature sections.

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.

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.

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.

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 (1st) day of December of the year of issuance, whichever occurs first.

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.

**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.

<b>OFFICE USE ONLY:</b>	Permit Fee Received: \$
Payments Received:	Security Received: \$
Approval Signature:	Approved by:
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