THE CITY OF WINDSOR
ONTARIO, CANADA

OFFICE OF THE COMMISSIONER OF INFRASTRUCTURE SERVICES

RIGHT-OF-WAY APPLICATION

PROPERTY ADDRESS:	
Name of Applicant:	
Applicant Address:	**Postal Code:**
Phone (Business):	**Alternate Phone:**
Email Address:	

Name of Property Owner: ☐ Same as above *OR:*	
Mailing Address:	**Postal Code:**
Phone (Business):	**Alternate Phone:**
Email Address:	

DESCRIPTION OF WORK:

WORK TYPE (COMPLETE ALL THAT APPLY):

☐ **DRIVEWAY**	☐ **DRAWING PROVIDED**
Proposed Work:	☐ New Driveway ☐ Replacement of Existing Driveway _____ Total number of Driveways
Type of Approach:	☐ Residential - There is a minimum of 8'-0" from the house to side property line: ☐ No ☐ Yes
	☐ Commercial / Industrial Site Plan Control Number (If Applicable) _____
Driveway Material:	
☐ Concrete ☐ Asphalt ☐ Other – Material Type _____ (Driveway Waiver required with application – See website)	
New Curb Cut? ☐ No ☐ Yes	Total Width Requested: _____

☐ **CULVERT/DITCH (AS-209A)**	☐ **DRAWING PROVIDED**
Type of Work: ☐ Proposed Driveway Culvert ☐ Modify Existing Driveway Culvert ☐ Proposed Ditch Infill	
Adjacent Culvert Diameter: Diameter Upstream: _____	Diameter Downstream: _____
Proposed Pipe Material: _____	Proposed Pipe Diameter: _____
Existing Culvert Information (If Applicable): Existing Diameter: _____	Existing Culvert Material: _____
Applied for the Culvert Rehabilitation Program (Visit E-Services on the City of Windsor Website) : ☐ No ☐ Yes	

☐ **SEWER (CHECK ALL THAT APPLY)**	☐ **DRAWING PROVIDED**
Permit Type:	☐ New Tap/Connection ☐ Replacement of Existing Connection
Type of Connection:	☐ Sanitary – Proposed Diameter _____ ☐ Storm – Proposed Diameter _____
Requested Number of Connections:	☐ Sanitary Connection(s) ☐ Storm Connection(s)
Property Type:	☐ Residential ☐ Commercial/Industrial
Site Plan Control Number (If Applicable): _____	Stormwater Management Plan Required: ☐ No ☐ Yes
Location of Connection(s):	☐ Existing Connection at Property Line ☐ Tapping the Sewer Main ☐ Unknown

☐ **HOARDING (CHECK ALL THAT APPLY)**	☐ **DRAWING PROVIDED**
Hoarding Type:	
☐ Boulevard, Sidewalk or Alley ☐ Roadway	Start Date: _____ End Date: _____
Closure Type:	
☐ Day Closure (Daylight Hours Only)	☐ Detour Plan Reviewed By Traffic Operations
☐ Overnight Closure	☐ Detour Plan Reviewed By Traffic Operations ☐ Insurance Provided

☐ **FLATWORKS**	☐ **DRAWING PROVIDED**
☐ Paved Areas (Other than Driveways)	☐ Lead Walks
☐ Artificial Turf	☐ Flush to Grade Access Box/Landscape Border

☐ **MOVING (OVERSIZE/OVERWEIGHT)**	☐ **DRAWING PROVIDED**
☐ Route Approved By Traffic Operations and Approval Form Attached	☐ Insurance Provided

CONTINUED ON NEXT PAGE

☐ SIGN	☐ DRAWING PROVIDED
☐ A-Frame Sign (Reference *A-Frame Conditions – ROW 2018*)	Sign Dimensions: _____
☐ Community Event Sign - Charitable Registration Number: _____	Sign Dimensions: _____
☐ Memorial Sign - City Fabricated: ☐ No ☐ Yes	Sign Dimensions (30cm x 45cm MAX): _____
☐ Streetlight Pole Location (nearest intersection): _____	Streetlight Pole Number: _____

☐ SIDEWALK SALE	☐ MAP OF EVENT PROVIDED
Date(s) of Event: _____	
Location of Event (include all streets): _____	
Start Time of Event: _____ Start Time of Event: _____	☐ Certificate of Insurance Provided

☐ MINOR RESIDENTIAL ENCROACHMENTS (CHECK ALL THAT APPLY)		☐ DRAWING PROVIDED
☐ Decorative Rocks or Boulders	☐ Plastic Landscape Borders	☐ Single Step as part of a Leadwalk
☐ Landscape Logs	☐ Lawn Ornaments	☐ Picket Fence with No Foundation
☐ Certificate of Insurance Provided	☐ Confirmation that No Major Residential Encroachments Exist	

OTHER ROW APPLICATIONS (COMPLETE AND SUBMIT ALL THAT APPLY)		APPLICATION LINK
☐	Encroachments (Major Residential, Partially Exempt and Non-Residential)	Encroachments | City of Windsor
☐	Utilities	Citizen Portal Website
☐	Sidewalk Café	Sidewalk Cafe | City of Windsor

Application is hereby made by the applicant listed above for permission to undertake the work described herein and in consideration of the granting of permission, the applicant hereby covenants and agrees to save harmless and indemnify the Corporation of the City of Windsor from and against all losses or damages and from all actions or claims which may be brought or made against the city in consequence of such work or resulting therefrom in any way.

The applicant further covenants and agrees to do all of the work and everything incidental thereto in accordance with the instructions of the City Engineer and with all possible diligence and dispatch.

The applicant further agrees that upon failure to comply with the provisions of a permit for the above work, the permission granted may be withdrawn or cancelled without notice by the City Engineer.

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I / We also acknowledge that the information requested on this form is collected under the authority of *The Municipal Act, R.S.O. 2001* as amended. The information is required in order to process the application to administrative staff for review. The name and business address of the applicant and/or authorized agent is public information. The address of the property, which is the subject of the application, is also public information. Any other personal information will only be used for internal purposes.

APPLICANT'S NAME (PRINT): _____ **DATE:** _____

APPLICANT'S SIGNATURE: _____

SUBMISSION OPTIONS:

VIA EMAIL:
rowpermits@citywindsor.ca

IN PERSON:
350 City Hall Square West - Suite 210
Windsor, ON, N9A 6S1

PAYMENT CAN BE MADE BY VISA, MASTERCARD, DEBIT, CASH OR CHEQUE

FOR APPLICATION INQUIRIES CONTACT:
Telephone: (519) 255-6257
Email: rowpermits@citywindsor.ca

PLEASE NOTE THIS IS NOT A PERMIT