

Street Excavation Permit

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Infrastructure Application

Checklist required for a complete application for:

➤ **Street Excavation Permit**

Required for all work proposed within the City Street Right-of-way.

Applicant must submit:

- Sketch/drawing** showing location of work.
 - Print out from the City's mapping system could be used for assistance
- Completed **Application Form**
- Completed **Indemnity Form**
- Contractor's **Insurance Certificate** meeting requirements specified by the City verified by Risk Management department (see Insurance Requirements form)
- Payment of \$250 **Permit Fee**
- Payment of **Pavement Degradation Fee** (calculation dependent on location and limits work)
- Payment of **Security Deposit** (Dependent on estimate of quantity of work to take place in street right-of-way)



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	BUILDING	PLANNING	INFRASTRUCTURE	HERITAGE
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK				

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building
 8th Floor - 15 Market Square
 Saint John, NB E2L 1E8
commonclerk@saintjohn.ca
 (506) 658-2862



I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

 Applicant Name

 Applicant Signature

 Date

(To be completed by Applicant)

(City Staff use only)

WORK DESCRIPTION	Civic Address:			Application #:	
	PID:			Permit # :	
	<input type="checkbox"/> New Application <input type="checkbox"/> Renewal			Received By:	
	Purpose:			Date:	
	<input type="checkbox"/> Driveway Culvert	Length (meters)		Indemnity Form Submitted?	
		Diameter (meters)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		Headwall Material		Insurance Submitted?	
	<input type="checkbox"/> Estimated Excavation in Street Right-of-Way	Length (meters)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		Width (meters)		Permit Fee Received?	
		Total Area (sq. meters)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> Other				Security Deposit Received?
					<input type="checkbox"/> YES
	Existing Infrastructure Impacted:				
	Roadway:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Chip Seal	<input type="checkbox"/> Gravel	<input type="checkbox"/> Other
	Curb:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Granite	<input type="checkbox"/> Other
Sidewalk:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Brick	<input type="checkbox"/> Other	
Shoulder:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Gravel	<input type="checkbox"/> Other		
Landscaping:	<input type="checkbox"/> Grass	<input type="checkbox"/> Other			
Median	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Brick	<input type="checkbox"/> Grass	
Other:	<input type="checkbox"/> Geo-Grid	<input type="checkbox"/> Brick	<input type="checkbox"/> Other		

A sketch/drawing of the proposed work area, including dimensions, must be included with the application.

Please note: Pavement Degradation Fee is an estimate only based on information provided by applicant. Actual Degradation Fee to be calculated once the work is completed and final measurements are determined.

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SAINT JOHN

I, the undersigned, hereby apply for an Excavation of Streets Permit for the described work herewith submitted. I agree to comply with the plans, specifications, permit conditions and all relevant by-laws and regulations governing such work.

Applicant Name

Applicant signature

Date



The City of Saint John

INDEMNITY

Pursuant to By-Law M-18:

A By-law Respecting Excavation of Streets in The City of Saint John

Pursuant to subsection 11(1) of a By-Law Respecting Excavation of Streets in The City of Saint John and amendments thereto, the Applicant, _____, hereby indemnifies, defends and saves harmless the City, its employees, officers, agents, successors and assigns, from and against any and all losses, costs, claims, demands, expenses, proceedings and actions of every nature and kind for injury or damages, including indirect, consequential and incidental damages, to persons or property which are in any way related to, or connected, or associated with the performance by the Applicant, his servants, employees, or agents of the work for which the excavation permit noted below was issued under a By-Law Respecting Excavation of Streets in The City of Saint John.

Dated at Saint John, NB this ____ day of _____, 20__.

Applicant: _____

Witness: _____
[Signature]

Per: _____
[Signature]

[Print Name]

[Print Name]

I am a signing officer for the Applicant Corporation and have authority to bind the Corporation.

Permit Reference: 20__ - _____

Updated 01/20/2017



SAINT JOHN

P.O. Box 1971
Saint John, NB
Canada E2L 4L1

C.P. 1971
Saint John, N.-B.
Canada E2L 4L1

www.saintjohn.ca



The City of Saint John

INSURANCE REQUIREMENTS

Pursuant to By-Law M-18:

A By-law Respecting Excavation of Streets in The City of Saint John

The insurance requirements required by the City as set out in The City of Saint John By-law respecting the Excavation of Streets has been reviewed. Satisfactory evidence of the required insurance, in writing, will be provided to the City. Evidence will be provided in a form **SATISFACTORY** to the Commissioner and **shall evidence**, at least, the following coverage is in place;

- a) A Commercial General Liability Insurance, issued on an occurrence basis, and with a minimum limits of Two Million Dollars (\$2,000,000); _____
- b) The coverage shall show that the City is added as an Additional Insured; _____
- c) Confirm that the policy contains a Cross Liability Clause; _____

Insurance requirements have been satisfactorily evidenced for the following permit:

Permit Reference: 20__ - _____

Ian Fogan, BBA FCIP CRM
Manager, Risk Management
City of Saint John

Date: _____, 20__

Updated 01/20/2017



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