

For any work within the Town Right of Way, the following permit is required:

Utility Authorization Permit

Required for:

- Installing new utility infrastructure in the Town Right of Way
- Relocating new utility infrastructure in the Town Right of Way
- Installing new service lines that cross the Town Right of Way
- Repairs to existing utility infrastructure that requires excavation within the Town Right of Way

Process:

1. Complete a Utility Authorization Permit Application Form (fillable pdf application found on the Town website)
2. Submit Application Form, Drawing, Traffic Control Plan, and Liability Insurance to UAP@tillsonburg.ca
3. Payment of \$100 + hst to be made to the Town of Tillsonburg prior to approval (payment link found on the Town website)

Approval:

The Town's Engineering Department will review the application within 7 business days. Once review is complete and the application is deemed satisfactory, the Town will sign the application, stamp the drawing, and send a pdf copy back to the Applicant for their records. With an approved Utility Authorization Permit, work can be started. Permits are valid for 90 days from date of approval.

Restoration:

Once restoration has been completed, the Applicant is to notify the Town and a Restoration Inspection shall be performed within thirty (30) days of notification. The Applicant will be contacted if the restoration is not completed to Town standards.

Encroachment Permit

Commonly Required for:

- Expansion/resurfacing of a driveway
- Scaffolding
- Excavation
- Tree removal
- Special Events (i.e. parades)
- Curb Cuts
- Sign Installation
- Irrigation Systems
- Using roadway for an extended period

Process:

1. Complete an online Encroachment Permit Application (found on the Town website)
2. Documents to be submitted during the application include: Insurance documents, WSIB (homeowners and special events excluded), and a sketch of the proposed work
3. Payment of \$50 + hst will be required at the end of the application

Approval:

The application will be circulated within the Operations and Development Departments along with Tillsonburg Hydro. The application will be reviewed within 7 business days. Once review is complete, an automated message will be emailed to the applicant with the approval status and any additional comments or conditions. Permits are valid for 90 days from date of approval.

Restoration (if applicable):

Site to be restored to original or better condition following completion of work. Restoration is to adhere to the Town of Tillsonburg Development and Design Criteria.