

Sidewalk Elevation & Driveway Apron Grade Alteration Application

This application accompanies the Town of Ingersoll's 'Sidewalk Elevation and Driveway Apron Grade Alteration Policy'. **A non-refundable \$100.00 application fee is required for all requests.**

Section 1: Contact Information	
Name (Property Owner):	
Property Address:	
Mailing Address:	
Phone Number:	
Email Address:	

Section 2: Infrastructure Information
<p>The following infrastructure is being requested for alteration (check all that apply):</p> <p> <input type="checkbox"/> Municipal Sidewalk <input type="checkbox"/> Driveway Apron (located in the right of way) <input type="checkbox"/> Other (please provide details): _____ </p> <p>*see page two for property image submission requirements</p>

I, the owner, understand and agree that:

- The Corporation of the Town of Ingersoll has the right to deny any application in accordance with the terms and provisions of the Sidewalk Elevation and Driveway Apron Grade Alteration Policy.
- The application fee is deemed non-refundable and shall not be returned under any circumstance even if my application is denied or I choose not to proceed with any approved work.
- I am responsible for payment of 50% of the total cost estimate of all approved works and that the project shall not be scheduled until such time as payment is received by the Corporation of the Town of Ingersoll.
- The information included in this application and in the documents filed with this application are correct. I hereby certify that I have read and agree to abide by the conditions within this application and the Sidewalk Elevation and Driveway Apron Grade Alteration Policy.

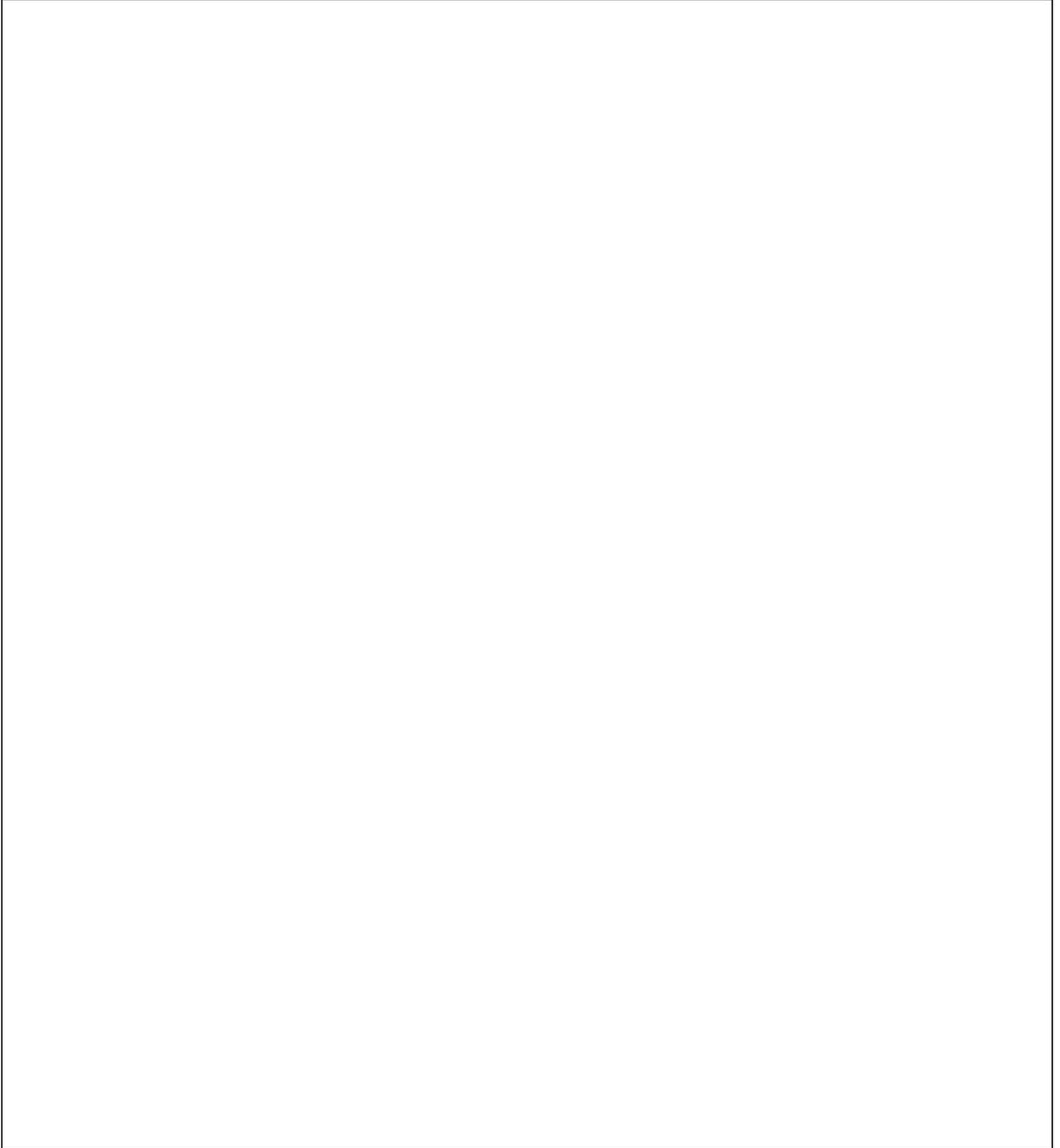
Completed applications to be provided:

By hand: 130 Oxford St. 2nd Flr. Ingersoll, ON, N5C 2V5 Attn: Engineering
 By email: engineering@ingersoll.ca

Owner's Signature:	Date:
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Property Information/Plan

Sketch below or attach a sketch/drawing/image to this application detailing the infrastructure requested to be altered:



For Office Use Only

Date Received:		
Age of Infrastructure:		
Planned Construction in next 10 years:	No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (if yes, communicate estimated date to applicant)

Public Works/Engineering Approval:	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	Signature of Approval:
Road Occupancy Permit Number:			
If not approved, explain why			
Will Utility Lines Need to be Relocated:	No: <input type="checkbox"/>	Yes: <input type="checkbox"/> (if yes, include estimated cost of utility relocation in project cost)	

Project Cost:

Meters of sidewalk and/or driveway apron to be altered **x** *the current unit price of material, labour and machine time*
 +
Cost of hydro vac excavation where required
 +
Expenses of other utilities such as Gas supply lines, communication and optical fiber lines, etc. (if applicable)

Utilities Fee (where applicable)	
Estimated Project Cost	
50% of the Estimated Cost	
Administrative Fee	
Total:	

I, the owner, understand and agree that:

- I have been provided with an estimate for the requested work and have reviewed it in its entirety.
- The estimate provided is an approximate cost of the requested alternation and that actual costs and dimensions may vary according to site conditions.
- I am obligated to pay 50% of the estimated fee upfront prior to the work being scheduled, and will be responsible for payment of the remaining balance of the actual cost of the work once it has been completed.
- I will be provided a copy of this form once signed and with the original to be retained by the Corporation of the Town of Ingersoll.

Owner's Signature	Date:
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