



Town of Newmarket – Legal Services
Request for Access on Town Property Application Form

Date of Application: _____
Town Property Location/Address: _____ **(the “Town Property”)**

**Please Print
Or Sign Digitally** **Please note: Processing time for access requests is a minimum of 6 to 8 weeks.**

Name of Applicant/Agent (if different from Owner or Contractor noted below):

Address: _____
Contact Person: _____
Phone: _____ Cell: _____ Email: _____

Signature(s): _____
I confirm all information provided by me with respect to this Access Application is true, accurate, and complete

Name of Property Owner(s): _____
Address: _____
Contact Person: _____
Phone: _____ Cell: _____ Email: _____

Signature(s): _____
I/We confirm all information provided by me/us with respect to this Access Application is true, accurate, and complete. Please note – the Town requires signatures of all parties listed on title

Name of Contractor: _____
Address: _____
Contact Person: _____
Phone: _____ Cell: _____ Email: _____

Signature(s): _____
I confirm all information provided by me with respect to this Access Application is true, accurate, and complete

STEP 1 - PLEASE SUBMIT AND COMPLETE THE FOLLOWING:

Please describe which alternative access routes have been considered to avoid entering Town land and why such alternatives have been deemed unreasonable.		
Location Map/Survey/Drawing Please attach the location for the proposed works in relation to your property and Town Property; identify the access route being proposed, including specific measurements.	Marked Up Map/Survey/Drawing Attached	Yes
Access Request Related to Construction Works 1. Is the Access Request related to Construction Works within Town Property? IF YES, MUNICIPAL CONSENT IS REQUIRED. 2. IF YES TO #1 - Has a Municipal Consent been requested and obtained?	Yes	No
IF NO MUNICIPAL CONSENT HAS BEEN REQUESTED, PLEASE CONTACT TOWN'S PUBLIC WORKS SERVICES DEPARTMENT FIRST TO OBTAIN. ACCESS TO TOWN PROPERTY MAY NOT BE GRANTED UNTIL MUNICIPAL CONSENT IS ISSUED. PLEASE CONTACT: UTILITIES AT utilities@newmarket.ca		Yes

<p>Description Of Works</p> <ol style="list-style-type: none"> 1. Describe the works proposed on your property that will require access on Town Property. If the access is for pool construction, please identify if above ground or in ground. 2. Describe the works proposed on the Town Property. 3. Do the proposed works include installation of infrastructure that are Applicant/Owner/Third Party owned on or within Town Property? IF YES, AN EASEMENT FROM THE TOWN WILL BE REQUIRED (This will require further process and costs). 4. Identify the type of equipment to be used during access and used on Town Property. 5. Identify if any trees are in area of access. <p><i>*A fee for use of Town Property may be applicable which is determined based on nature of access required/proposed works on Town Property and access period*</i></p>	
<p>Duration Of Access/Use of Town Property Please identify the proposed dates for access</p>	<p>Proposed Commencement Date:</p> <p>Proposed Completion Date:</p>
<p>Agreement Fee (as set out in the Town's Corporate Services Fees and Charges Bylaw) LINK – see page 2</p> <p>To be submitted with completed Request for Access Application Form payable by Visa, Cash or cheque to "Town of Newmarket". This fee is non-refundable should your access application be withdrawn or denied.</p> <p>Disbursements will be billed in addition to the Agreement Fee.</p>	<p>Note: Payment of Agreement fee must be received prior to review of Application for Access.</p> <p>Yes</p> <p>No</p>
<p>STEP 2 - UPON THE TOWN'S REVIEW & APPROVAL TO GRANT ACCESS/USE OF TOWN PROPERTY, PLEASE SUBMIT:</p>	
Security Deposit:	Minimum \$3,000 - Amount to be determined based on type and complexity of the project
Insurance Requirements:	Minimum of \$5,000,000 Certificate of Insurance – public liability insurance naming the Corporation of the Town of Newmarket as a co-insured party shall be provided by the Applicant(s) – Amount and any additional types of insurances to be determined based on type of complexity of the project
WSIB Requirements:	If the work is being performed by a contractor, evidence of Workplace Safety and Insurance Board Certificate of Clearance is required.
Public Notice Requirements:	Copy of notice letter to confirm all affected landowners have been notified. <u>Not required for pool installations.</u>
<ul style="list-style-type: none"> • The above Owner/Applicant/Contractor acknowledges and agrees not to enter Town Property until all Town requirements are in compliance and the Town has executed Access Agreement. • FAILURE TO PROVIDE A FULLY COMPLETED APPLICATION FORM AND AGREEMENT FEE PAYMENT MAY RESULT IN A DELAY FOR PROCESSING THE ACCESS REQUEST. • COMPLETED APPLICATION FORM SHOULD BE RETURNED TO LEGAL SERVICES AT legalservices@newmarket.ca 	
<p>FOR INTERNAL USE ONLY - Please record payment under Miscellaneous. Please use 10414.7566 for the fees and 1000.1213 for HST.</p>	

If you require this document in an alternate format, please contact the Town at 905-953-5300, Ext. 2430 or email legalservices@newmarket.ca

The personal information collected on this form is collected under authority of Section 11 of the Municipal Act. The collection of this information is required for the proper administration and protection of public land. This information will be used to process your application. Questions about the collection of personal information should be directed to Legal Services at 905-953-5300, Ext. 2430.