



# Town of Newmarket – Legal Services

## Request for Permission To Enter Town Property (PTE)

Please Print

Date of Application: \_\_\_\_\_

Or Sign Digitally

Please note: Processing Time for PTE requests is a minimum of 4 to 6 weeks

<b>Name of Applicant/Agent (if different from Owner or Contractor noted below):</b> _____ Address: _____ Contact Person: _____ PHONE: _____ Cell: _____ Email: _____  Signature: _____ <i>I confirm that all information provided by me with respect to this Permission to Enter Application is true, accurate, and complete</i>	
<b>Name of Property Owner(s):</b> _____ Address: _____ Contact Person: _____ Phone: _____ Cell: _____ Email: _____  Signature(s): _____ <i>I/We confirm that all information provided by me/us with respect to this Permission to Enter Application is true, accurate, and complete</i> <i>Please note – the Town requires signatures of all parties listed on title</i>	
<b>Name of Contractor:</b> _____ Address: _____ Contact Person: _____ Phone: _____ Cell: _____ Email: _____  Signature: _____ <i>I confirm that all information provided by me with respect to this Permission to Enter Application is true, accurate, and complete</i>	
<b>Step 1 - please submit and complete the following:</b>	
Please describe which alternative access routes have been considered to avoid entering Town land and why such alternatives have been deemed unreasonable.	
<b>Location Map/Survey/Drawing</b> 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.	<b>Marked Up Map/Survey/Drawing Attached</b> Yes No - give reason
<b>Description Of Works</b> 1. Describe the works and/or type of construction 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. Identify the type of equipment to be used during access and use of Town property. 3. Identify if any trees are in area of access.	
<b>Duration Of Access/Use Of Town Property</b> Please identify the proposed dates for occupancy	Proposed Commencement Date: Proposed Completion Date:
<b>Application Deposit Fee \$250</b> To be submitted with completed PTE form payable by Visa, Cash or cheque to "Town of Newmarket". This deposit fee is non-refundable should your PTE application be withdrawn/denied.	Yes No – give reason  <small>Note: Application cannot be reviewed without deposit fee</small>
<b>Step 2 - Upon the Town's review &amp; approval to grant access/use of Town property, please submit:</b>	
<b>Application Fee:</b>	Legal Administration Fee - As set out in the Town's Corporate Services, Legal Services User Fees
<b>Security Deposit:</b>	Minimum \$3,000 - Amount to be determined based on type and complexity of the project
<b>Insurance Requirements:</b>	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 to be determined based on type of complexity of the project
<b>WSIB Requirements:</b>	If the work is being performed by a contractor, evidence of Work Place Safety and Insurance Board Certificate of Clearance.
<b>Public Notice Requirements:</b>	Copy of notice letter to confirm all affected landowners have been notified. <u>Not required for pool installations.</u>
<b>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 your PTE Agreement.</b>	

If you require this document in an alternate format, please contact the Town at 905-895-5193 or email [info@newmarket.ca](mailto:info@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.