



## STREET EXCAVATION PERMIT APPLICATION

Per the Town of Mahone Bay Streets and Sidewalks Bylaw s.3, a Street Excavation Permit is required for the following:

- a. Installing a culvert in any street right of way
- b. Cutting into or excavating any part of a sidewalk, curb, or street within the Town
- c. Installing a driveway per the *Installation of a Driveway Entrance Policy*

<b>Name of Applicant:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Mailing Address:</b>			
<b>Name of Owner (if different)</b>			
<b>Work Location and Civic Number</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Name of Contractor (Business &amp; Contact):</b>			
<b>Phone:</b>		<b>Email:</b>	
<input type="checkbox"/> <b>Water Connection</b>	<input type="checkbox"/> <b>Sewer Connection</b>	<input type="checkbox"/> <b>Driveway Entrance</b>	
<input type="checkbox"/> <b>Other (specify)</b>			

### Application Requirements

1. Attach a sketch of proposed work and construction details.
2. A security deposit equal to the approximate value of the work on the street may be required prior to a permit being issued. Minimum security deposit is \$300 returned to the applicant once the work is completed to the satisfaction of the Manager.
3. Every applicant/owner of a Street Excavation Permit is responsible for meeting the minimum requirements for the project (see over).

<b>Applicant's Signature:</b>	<b>Date:</b>

## **Minimum Requirements**

**Every applicant/owner of a Street Excavation Permit shall be responsible for maintaining their own liability insurance coverage and meeting adequate safety standards for their staff and the public during the work.**

Please reference the following additional bylaws and policy on our website that may affect planned work:

- Streets and Sidewalks Bylaw (2025)
- Sewer Connection Bylaw (2009)
- Driveway Entrance Policy (2017)

1. The contractor will locate all underground utilities before excavation begins. All work will be completed in compliance with OH&S regulations and Best Management Practices with respect to erosion and sedimentation control.
2. The contractor will take all appropriate measures to protect public safety.
3. Excavations in concrete or asphalt will be saw cut first. Any broken edges will be saw cut before patching.
4. Backfill material must be acceptable to the Town. Backfill will be installed and compacted to the satisfaction of the Town. Unsatisfactory backfill material or method of installation will be re-excavated and re-compacted until satisfactory to the Town.
5. The top 150mm (6") of backfill will be 20mm minus crushed gravel.
6. Asphalt will meet NS Dept of Transportation and Infrastructure Renewal standards with a thickness to match the existing road surface, minimum thickness is 75mm.
7. All methods and timelines regarding asphalt and concrete reinstatement must be satisfactory to the Town. Temporary gravel repairs or cold mix asphalt may be accepted on a short-term basis and are subject to the contractor providing regular maintenance.
8. The applicant for this permit agrees to indemnify the Town of Mahone Bay against all claims for damage or injury related to implementation of the proposed work. The applicant will provide proof of insurance satisfactory to the Town upon request.
9. All work undertaken under this permit shall be warranted against defects in materials and workmanship for one year following completion date. Repairs or defects shall be subject to a one-year warranty.
10. The applicant must notify the Town when the approved work is being completed so that it can be inspected.



Street Excavation Permit Number: YYYY - 00

**To be Completed by Town of Mahone Bay**

**The Manager of Public Works and Transportation or Water/Wastewater is responsible for reviewing applications and granting Street Excavation Permits on behalf of the Town.**

The Manager of Public Works and Transportation or Water/Wastewater shall, when assessing an application, consider:

- a. Points of access
- b. Time periods for work to be completed
- c. Security and safety of the public
- d. Any necessary input from the Traffic Authority or Engineer
- e. The deposit for a Street Excavation Permit is set in the Fees Policy - \$300

**Permit Approval – Manager of Public Works and Transportation**

Signature:	Date:
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**OR**

**Permit Approval – Water/Wastewater System Manager:**

Signature:	Date:
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Permit valid for the following date(s): \_\_\_\_\_

FOR TOWN USE ONLY		
Date of Receipt:	Deposit Amount:	Init.
Date of Issue:	Date of Expiry:	
Work Completion Date:	Due/Return Amount:	Init.