



# NOTICE OF SURFACE WORKS

(Development Engineering - WORK UNDER THE SUBDIVISION AGREEMENT)

### PROJECT INFORMATION

Subdivision/Project Name:

Stage:

Phase:

30T No.:

58M No.:

### WORK INFORMATION

Start Date:

End Date:

Description of Work:

Streets Affected:

### CONSULTANT INFORMATION

Company Name:

Emergency Contact's Name:

Emergency Contact's Phone Number:

### CONTRACTOR INFORMATION

Company Name:

Emergency Contact's Name:

Emergency Contact's Phone Number:

### CHECK LIST

Notice Delivered to Homeowners: YES NO  
Please attach a copy of the homeowner notice.

Traffic Control Reviewed by consultant engineering (OTM Book 7): YES NO

Road, lane or sidewalk closures require? YES NO  
If YES, please contact Transportation Planning (Stephanie Brasseur at 519-741-2200 Ext. 7373 or [Stephanie.Brasseur@kitchener.ca](mailto:Stephanie.Brasseur@kitchener.ca))

I verify that the information provided on this form is accurate and complete.

Name and Signature of Consultant:

Date:

City Reviewer:

Received Date:

Please email to [Leslie.Molina@kitchener.ca](mailto:Leslie.Molina@kitchener.ca) and [Stephanie.Brasseur@kitchener.ca](mailto:Stephanie.Brasseur@kitchener.ca)

Applicant is responsible to coordinate with Transportation Planning the following: waste management collection, school bus routes, bus transit routes, on street parking for residents and safe access to emergency vehicles and pedestrians.

Vehicles are not permitted to park on city streets from 2:30 a.m. to 6 a.m. from Dec. 1 to March 31. City of Kitchener also has a [tag-and-tow bylaw](#) in place which prohibits parking on a city street when a snowfall of more than eight centimetres is forecasted or a snow event is declared. Parking violation fines vary from \$15 to \$300.

Contractor and Consultant are responsible to ensure that proper traffic control measures (OTM Book 7) are in place and followed.

Surface works in front of school properties are to be coordinated during NO school days. Please attach the contractor blanket insurance certificate.