

## **Township of Woolwich Park & Trail Property Access Permit-**

An “Access to Park and Trail Property Access Permit” is required **any time** a contractor/homeowner crosses Township-owned parks, green space or trails with any type of equipment or vehicle in order to access private property. A Park & Trail Property Access Permit is required for each individual job you do. This is to control access and to minimize any damage to Township owned land, as well as to protect persons who are enjoying park or trail lands.

A Park and Trail Property Access Permit would be required, for example if you wish to cross a Township trail or any park/green space in Woolwich Township, in order to carry out activities such as landscaping, pool, deck or fence construction, or delivery of materials on residential properties.

**If you access a Township owned park, trail or green space outside of this process the Township of Woolwich will hold you personally responsible for any and all damage caused to the property and you may be prosecuted to the full extent of the law.**

**Insurance Information:** You must provide a copy of your insurance naming the Township of Woolwich as “**additionally insured**” in an amount not less than Two Million for each job crossing Township of Woolwich property.

A **\$70/day non-refundable fee** is charged for this service. A Park & Trail Property Access Permit can be obtained on line or from the administration office at 24 Church St. W. We accept cash, cheque or debit. A **\$2,000.00 damage deposit fee is required** and pending Township staff approval will be returned upon restoration to the satisfaction of Township staff.

Township staff will then schedule a site visit to determine pre-construction conditions for approval. Due to certain circumstances, some approvals may not be granted.

Additionally, you may require a Township of Woolwich work or building permit prior to receiving a Park & Trail Access Permit. All inquiries related to Work Or Building Permit may be coordinated through the Township Building Department at 519-669-6042 or [rbauman@woolwich.ca](mailto:rbauman@woolwich.ca)

## **Process**

### **Applying for a Permit:**

- Apply and pay for the permit(s) at Admin office at 24 Church St. W. Elmira at least 2 weeks in advance of starting project.
- Fill out the form-including signature and date and provide work plan.
- Application will be processed through the Engineering & Planning Services for their approval
- Staff site inspection will take place and reviewed by RFS Operations & Building Supervisor
- If approved staff will contact you.
- If approved you must provide the appropriate Proof of Insurance with the Township as added insured before work may proceed.
- Once payment and proof of insurance are received keys and signage for site will be provided.

### **Work Plan:**

- Time frame of job
- Number of trips in and out of park or trail property-**Plan job with least amount of trips**
- Type and size of equipment
- Material being brought in and out
- How to mitigate damage
- Restoration plan

### **Restoration Plan:**

- Immediately restore park/green space or trail to pre-construction condition to satisfaction of Township staff. Stone Dust must be used to repair trails.
- Failure to do so will result in Township staffs use of damage deposit to complete restoration.

### **Disclaimer:**

This information provided is factual and should it be found that the information is false then the responsibility will fall on the contractor and or homeowner to make good any damages and or violations that result, and is the sole action in part or whole of their doings. In most cases the homeowner is looked upon as the General Contractor and will be held responsible for the mistakes of the contractor they have hired.

For further assistance regarding a Park & Trail Access Permit please contact the Administration Assistant for Recreation & Facilities Services at 519-669-6026 or [bbaechler@woolwich.ca](mailto:bbaechler@woolwich.ca)