



Centre Wellington

### Road Occupancy & Access Permit

<i>Office Use Only</i>
Permit No: _____

Created by: A.Dickieson	Effective Date: January 1, 2020	Page 1 of 2
Approved by: C.Baker	Revision #: 1.7	Document ID: RDFM 001

#### General Information

Name/Company/Contractor	
Address	
Business Telephone No:	Business Fax No/e-Mail Address:
Applicant Name (if different from above):	Telephone No:
After hours / Emergency Contact:	After hours / Emergency Contact Telephone No:

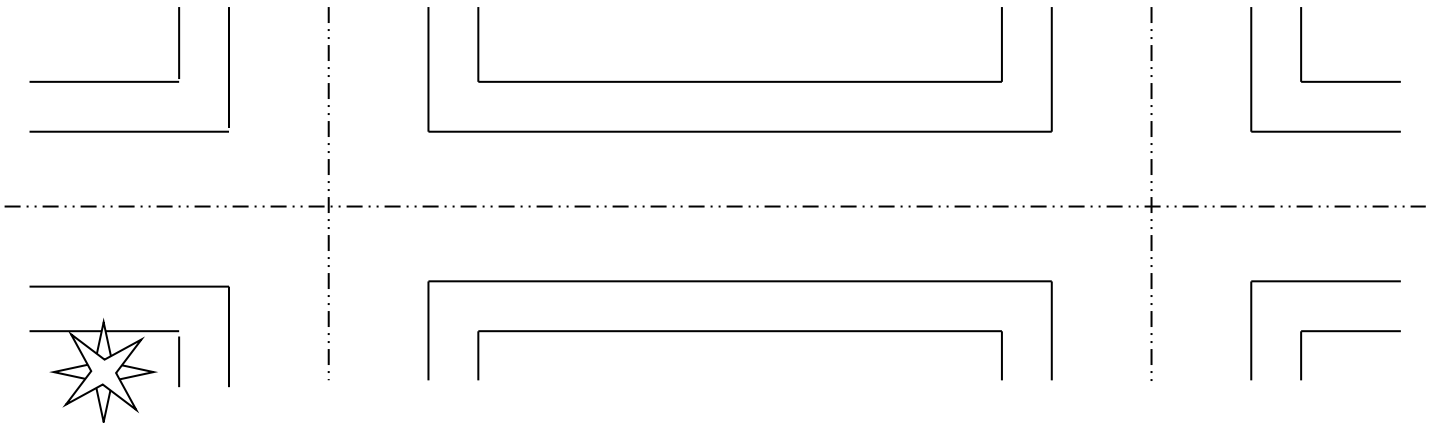
#### Type of Work and Purpose

#### Location

<input type="checkbox"/> Repair (Describe)	Road Name:	Address No:
<input type="checkbox"/> New (Describe)	Between Roads:	
<input type="checkbox"/> Event (Describe)	Location Detail:	
Zone Required: <input type="checkbox"/> Lane <input type="checkbox"/> Road <input type="checkbox"/> Shoulder <input type="checkbox"/> Boulevard		
Duration of Work:	Commencement Date:	Completion Date:
Operating Hours: From _____ a.m. To _____ p.m.		

Illustration of Work Attached

Illustration of Work Area



Indicate North Arrow

Notes:

The Applicant agrees and accepts full responsibility for the protection of all utilities, private property and persons affected by his/her operations, and agree to abide by all general conditions (found on page two), specials provisions and all conditions listed on this permit. Failure to comply with all conditions will render this permit void.

Name of Liability Insurance Provider	Insurance Expiry Date	Applicants Signature	Date
<i>Office Use Only</i>	<i>Office Use Only</i>	<i>Office Use Only</i>	<i>Office Use Only</i>
Permit Cost:	Centre Wellington Approval Signature	Date	

## General Conditions of the Road Occupancy and Access Permit

1. When working, a copy of this permit and utility locates must be on site at all times.
2. The permit is not valid until all copies are signed, approved, payment received and issued.
3. Permits are valid for the date, time, locations and type of work listed only.
4. The Applicant will ensure all personnel working under this permit do so in accordance with **Ministry of Labour's Occupational Health and Safety Act for Construction Projects**. Trench safety must be in accordance with current **Ministry of Labour Training and Skills Development Standards** (M.O.L. trench numbers must be available).
5. Traffic control will be performed in accordance with **Book 7** of the **Ontario Traffic Manual**.
6. The Applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights, necessary for the protection of the public and the safe operation of the installation, at the Applicant's expense, as per the **Ontario Traffic Manual, Book 7**.
7. The road shall not be closed unless expressly stated and approved.
8. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary effecting access to homes and businesses.
9. Traffic and regulatory signs will not be removed, dismantled, or in any way altered so as to affect the normal function of the sign.
10. Crash attenuation devices will not be removed, dismantled, or in any way altered so as to affect the normal function of the device.
11. All utilities shall be protected and supported, to the satisfaction of the utility concerned.
12. The Township requires a minimum of 1.0 metre horizontal and 0.5 metre vertical clearance between proposed services and the closest municipal sewer, or water pipe edge. The minimum separation requirement will be imposed in situations where existing municipal and proposed services will run parallel to each other.
13. The minimum Depth of buried is 1.0 metre in boulevards and 1.2 metre in roadways unless otherwise specified in the terms of the approved permit.
14. The method of road crossing excavation must be directional drill trenchless technology unless otherwise specified in the terms of the approved permit. *Torpedo* excavation will not be accepted.
15. All road surfaces and sidewalks shall be kept clear of obstructions and/or debris, to avoid hazard or inconvenience to the public.
16. Mud tracking or dust nuisance shall not be allowed. The road surface and sidewalks/walkways are to be kept clear of obstructions and debris.
17. The Applicant shall not cut, trim or interfere with any trees including roots in the right of way. When the accidental damage interferes with or causes damage to a tree, restoration details must be submitted for review.
18. Catch Basins and Maintenance holes must be kept in a safe and operational condition. Only potable water may be discharged directly into a catch basin. Where water may freeze, the Applicant must ensure there is no accumulation of ice on the sidewalk or road. Sediment controls must be in place to the satisfaction of the Municipality before work commences.
19. Small excavations in the boulevard will be covered with a minimum of 20mm plywood, secured and surrounded by a minimum of 1200mm high snow/construction fencing to prevent access. The excavated material may be stockpiled on the boulevard provided there is sufficient room and the material does not encroach on either the traveled portion of the road, sidewalk or a driveway.
20. The Applicant accepts the Township's right to perform any necessary remedial work caused by the applicant's operation, subject to the following condition:
  - a) At least 24 hours prior, verbal notification will be given to the Applicant of any required remedial work, when this time elapses the Township will undertake the repairs. All costs associated with this action plus an administration fee will be charged to the Applicant.
  - b) When it is deemed to be a **PUBLIC SAFETY** or an **EMERGENCY** situation, the Township will perform immediate repairs. All costs associated with this action plus an administration fee will be charged to the Applicant.
21. The Township will undertake all concrete sidewalk and curb restoration in accordance with current standards (all costs incurred will be charged to the Applicant).
22. The temporary reinstatement of sidewalk, curb and road surface shall be installed by the Applicant as follows, and are subject to change by the Managing Director of Infrastructure, based on the level of service requirements with regard to sidewalk and roadway use:
  - a. a minimum temporary concrete sidewalk reinstatement of 38mm of cold mix asphalt; and
  - b. a minimum temporary paved roadway surface reinstatement of 38mm of cold mix asphalt
23. The Township shall require the Applicant to undertake, or shall itself undertake, all final asphalt restoration in accordance with current standards (all costs incurred will be charged to the Applicant). Where applicable, this work shall be undertaken in accordance with a Municipal Access Agreement. A pavement degradation free will apply.
24. The Applicant shall provide proof of General Liability Insurance of a minimum amount of 2 million dollars naming the "Township of Centre Wellington" as additional insured.
25. This permit is issued in accordance with applicable By-law and as per municipal policy over works conducted in Centre Wellington road allowances by non-municipal agencies and individuals.
26. The requirements of this Road Occupancy and Access Permit shall be performed to the satisfaction of the Managing Director of Infrastructure, or designate; otherwise, the site may be closed until those requirements are met.
27. The Managing Director of Infrastructure or designate reserves the right to cancel or suspend this permit wherever and whenever it is deemed necessary, or in accordance with the applicable Municipal Access Agreement.
28. The Applicant accepts full responsibility for any and all damage caused by all related operations, or subject to the applicable Municipal Access Agreement.
29. The Applicant hereby indemnifies and saves harmless the Township of Centre Wellington, and where applicable the County of Wellington, its Council and its employees and servants from all claims, demands, actions and proceedings in respect of any cost, expenses, loss, damage or injury, including death arising by reasons of or in connection with the issuing of this permit.
30. All disturbed or effected areas are to be maintained and guaranteed for two years after completion and acceptance of the work by the Township at the Applicant's expense. All such disturbed or effected areas shall be equal or superior to the original condition.
31. All General Conditions are subject to revision as necessary. Additional site specific conditions will be provided by The Managing Director of Infrastructure or designate on specific projects.