

SUBMISSION REQUIREMENTS

When submitting for a Road Occupancy Permit the following items are required:

- Road Occupancy Permit Application Form
- Contractor to provide a Certificate of Insurance (COI -with a minimum of \$ 5 million liability coverage) with the Municipality of Central Elgin listed as an additional insured
- Application permit fee payment not required at time of application submission –You will be contacted once your application has been approved and payment will be required at time of permit issuance.
- **PLEASE EMAIL YOUR APPLICATION AND SUPPORTING DOCUMENTS TO:
eausterberry@centralelgin.org**

CONDITIONS FOR APPROVAL

- An application for a permit shall be completed and returned not later than 5 working days prior to the closure or occupancy of any roads under the Authority of the Municipality of Central Elgin. This notice is exclusive of Saturdays, Sundays, and Holidays.
- When the County of Elgin, or a utility company, or public service company closes or occupies a roadway as a result of an emergency, telephone notice shall be given immediately to the Municipality and on the next working day application for permit as required by this By-law shall be made.
- When conditions or unforeseen difficulties require a longer period for completion than is indicated on the permit, the applicant shall notify the Municipality of the additional time required and the reason therefore.
- The applicant shall, when required, notify emergency services and transportation agencies. Any required public advertisement shall be at the applicant's expense.
- All barricades, signs and signals required to direct or guide the motorist and/or pedestrian shall be erected and maintained by the applicant in accordance with the MTO "Book 7 Temporary Conditions". All detour signing, when required shall be supplied, erected, and maintained by the contractor at the expense of the applicant.
- The applicant shall maintain pedestrian access, and where practical, vehicular access, to all public and private properties.
- Where required a security deposit shall be deposited with the Municipality representing 100% of the cost to perform the necessary restoration. The applicant will be responsible for any temporary and/or final restoration costs. The restoration shall be completed as per the direction of the Municipality.
- Upon completion of the final restoration the site will be inspected by Municipality of Central Elgin staff and if satisfied (interim acceptance) the security deposit will be returned with the exception of a \$500.00 security which will be held for a period of 12 months from the date of interim acceptance.
- Applicants for any Road Occupancy Permit shall provide Public Liability Insurance with a minimum coverage of \$5 million and form satisfactory to the Municipality and such insurance shall name the Municipality of Central Elgin as Co-Insured.
- The Road Occupancy Permit shall be null and void if the applicant should fail to meet the requirements of the permit, and in that case, a new application for the permit shall be made.