



Road Occupancy Permit

SECTION ONE - GENERAL

(PLEASE PRINT)

Date of Application _____ / _____ / _____
Day Month Year

APPLICANT _____	CONTACT PERSON _____
ADDRESS _____	TELEPHONE _____
_____	FAX _____
CONTRACTOR _____	CONTACT PERSON _____
ADDRESS _____	TELEPHONE _____
_____	FAX _____

SECTION TWO - LOCATION AND DESCRIPTION OF WORK

LOT _____ CONCESSION OR PLAN NO. _____ AREA _____

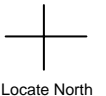
CIVIC ADDRESS _____

DESCRIPTION OF WORK _____

DATE TO COMMENCE WORK _____ DATE OF EXPIRY _____

SECTION THREE - SKETCH OR PLAN

- UTILITY M.C. ATTACHED
- PLAN ATTACHED



Locate North

SECTION FOUR - CONDITIONS

PROOF OF INSURANCE: YES NO SECURITY DEPOSIT REQUIRED: YES NO AMOUNT: \$ _____

TRAFFIC CONTROL PLAN ATTACHED: YES NO WSIB: YES NO N/A LOCATES OBTAINED: YES NO

CONDITIONS _____

See typical road restoration requirements on reverse of form.

SECTION FIVE - APPROVALS

I/We agree to the conditions set forth on this application and assume all cost incurred by the Municipality of Central Elgin, liability for all damages which may be incurred and to indemnify and save harmless the Municipality of Central Elgin from any actions, claims, suits, or demands made against the Municipality by any person arising out of the issuance of this permit.

Signature of Applicant

Signature of Approval

Date of Approval



CONDITIONS OF APPROVAL

1. 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.
2. 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.
3. When conditions or unforeseen difficulties require a longer period for completion than is indicated on the permit, the applicant shall notify the Coordinator of Public Works of the additional time required and the reason therefore.
4. The applicant shall, when required, notify emergency services and transportation agencies. Any required public advertisement shall be at the applicant's expense.
5. 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 "Traffic Control Manual for Roadway Work Operations". All detour signing, when required shall be supplied, erected, and maintained by the contractor at the expense of the applicant.
6. The applicant shall maintain pedestrian access, and where practical, vehicular access, to all public and private properties.
7. Prior to the approval of the Roadway Occupancy Permit the contractor shall supply proof of liability insurance in the amount required to the Municipality of Central Elgin.
8. 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 Coordinator of Public Works. 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.
9. Applicants for any Road Occupancy Permit shall provide Public Liability Insurance in the amount and form satisfactory to the Municipality and such insurance shall name the Municipality of Central Elgin as Co-Insured.
10. 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.

RESTORATION SPECIFICATIONS

11. Excavated material shall not be piled in such a manner as to obstruct vehicular and/or pedestrian traffic.
12. Clay in the fluid state, frozen material, organic matter, silt or mud shall be excluded from the backfill. This may require that part or all of the excavated material be replaced by sand or crushed stone backfill. The material to a depth of twelve hundred (1200) millimetres below the finished road elevation shall be kept separate from any material excavated this depth. These two layers must be replaced in the trench in the same layers from which they were excavated.
13. Backfill material shall be compacted in layers, the maximum thickness being one hundred fifty (150) millimetres, except in cases of granular base course material which the maximum depth shall be one hundred (100) millimetres. If undue settlement occurs at a later date, an additional charge will be made for repair.
14. In the traveled portion of the road if the native backfill material exhibits conditions noted under Item 12 above and requires replacement, the trench walls must be excavated to a minimum 2:1 (horizontal:vertical) slope to a minimum depth of the twelve hundred (1200) millimetres below the road surface. Likewise the depths of existing granular base course materials shall be replaced in kind.
15. Under no conditions shall any of the previously excavated material from the trenches be used as Class "A" granular base course material. In addition, if any excavated granular base course material becomes contaminated, the contractor shall not use it as Class "B" material.
16. If, to carry out the work, it is necessary to alter, break or disturb any existing pavement, sidewalk, or curb and gutter, the applicant will be responsible for temporarily and permanently restoring the site "In Kind". Material specifications shall be determined by the Municipality of Central Elgin Public Works Staff. If weather dictates that permanent restoration cannot be accomplished, the applicant shall temporarily repair any disturbed asphalt or concrete surfaces with a 50mm thickness of asphalt. Temporary and/or final repairs shall be to the satisfaction of the Municipality of Central Elgin, at the expense of the applicant.
17. The applicant is responsible to ensure that all reasonable precautions are taken to protect all survey markers including Horizontal Control Monuments (HCM) which are located within the road allowance.