



## Roadway Occupation Permit

### Permit Fee as per Schedule "A"

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contractor (if applicable): \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of work: \_\_\_\_\_

Brief description of project:

\_\_\_\_\_  
\_\_\_\_\_

Please provide a sketch if there is a change to the existing roadway or any underground infrastructure. Sketch attached: Yes      No

Road Traffic will be:      Maintained      Closed      Partially Closed

Pedestrian traffic will be: Maintained      Closed      Partially Closed

Ontario OneCall Locate Request number: \_\_\_\_\_

Please provide a traffic/pedestrian control plan before any work begins. Complete all work according to MTO Book 7. You must comply with all Ministry of Labour requirements when working on a municipal road allowance.

Note that other approvals may be required by the Town.

The approved and signed Road Occupancy Permit must be on-site at all times, for inspection, if requested.

Where pavement is crossed, it will be:

Augured          Bored / Jacked          Open Cut          Other \_\_\_\_\_

Work to commence: \_\_\_\_\_ Work completed by: \_\_\_\_\_

All open cuts (road and sidewalks) will be replaced with existing materials. When pavement is cut, the cut should be a straight lateral cut - angled cuts are not permitted unless approved by Town designate. All work will be performed to MTO specifications and OPS standards. Proper compaction will have little or no settling. Work areas will be monitored during and after to prevent future problems.

I, \_\_\_\_\_ agree that all workmanship and materials placed under this approval shall be maintained and guaranteed for a period of two (2) years from the dates of completion of the work or one (1) year from completion of permanent repair, whichever is longer. Failure to ensure proper workmanship may result in denial of any future permit approvals.

I also have read and understand the Roadway Occupation Permit Conditions.

**No asphalt cuts to be made after October 31 of the current year without authorization of Town designate.**

**This permit is valid for 30 days from the date of issue. An extension of time is possible with prior approval from Town designate**

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Municipal Approval

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Copies: Applicant

Public Works Dept.

Finance Dept.