



Road Occupancy/Work Permit

Note: This Permit is for work on and abutting the Municipal ROW.

Annual Fee \$1000.00

Single Fee \$250.00

Note: All fees are subject to applicable HST

Town of Orangeville
Infrastructure Services
87 Broadway Orangeville ON L9W 1K1
Tel (519) 941-0440, Ext. 2250
publicworksinfo@orangeville.ca

Permit #: _____

Processed Date: _____

Start Date: _____

Completed Date: _____

Extension Date: _____

**Permit must be activated on first
day of construction by calling
519-941-0440 Ext. 2250 (Max. 2 weeks)**

Permit Holder Information

Permit Holder: _____

Address: _____

Contact #: _____

Contractor # _____

E-mail _____

Location/Address/Description Of Work-(Attach Sketch As Required) Must be completed.

Work Details Purpose of Work (Enclose Plan as required):

Pavement Cut: Yes No

Cut Dimensions:

Boulevard Cut: Yes No

Cut Dimensions:

Sidewalk Impact: Yes No

Cut Dimensions:

Directional Boring: Yes No

Details:

Note: If this permit is to occupy the sidewalk on Broadway and or First Street, please indicate here and include details for Pedestrian Protection. Yes

Conditions of Roadway Works

Construction Hours: 9:00am – 4:00pm

Note: minimum single lane per direction must be maintained during working hours

Comments: Permit with Traffic Protection Plan to OTM must be on site at all times and be presented upon request. See attached terms and conditions.

I attest that the information contained in this permit is true to the best of my knowledge and that I have read and accepted the Road Occupancy Permit Conditions which form part of this Permit.

X _____
Permit Holder's Signature

Town Approval

Name (please print)

Date

The Corporation of the Town of Orangeville Infrastructure Services

The Applicant requires the Town's consent to construct and place its equipment within the Municipal ROW and the Town is willing to grant the Applicant a non-exclusive right to access and use the Municipal ROW, provided that such use will not unduly interfere with the public use and enjoyment of the Municipal ROW, nor any rights or privileges previously conferred by the Town on third Parties to use the Municipal ROW. The requirements of this Road Occupancy permit shall be performed to the satisfaction of the General Manager of Infrastructure Services (GM), or his designate; otherwise, the site may be closed until those requirements are met. The GM or his designate reserves the right to cancel or suspend this permit wherever and whenever it is deemed necessary.

It is further acknowledged that, except for the negligence or wrongful act(s) of the Town, its agents or employees, or for those for whom the Town is, at law, responsible, the Applicant shall at all times indemnify and save harmless the Town from and against all claims, including costs related thereto, for all damages or injuries, including death to any person or persons and for damage to any property, arising out of the Applicant's work in the Municipal ROW. Further, except for the negligence or wrongful act of the Applicant, its agents or employees, or for those for whom the Applicant is, at law, responsible, the Town shall at all times indemnify and save harmless the Applicant from and against all claims, including costs related thereto, for all damages or injuries, including death to any person or persons and for damage to any property, arising out of acts or omissions caused by the Town within in the Municipal ROW. The Applicant is also required to maintain, at its sole cost, insurance to protect the Applicant, and the Town, solely to the extent of the Town's rights as an additional insured, from claims for bodily injury (including death) and property damage which may arise from the Applicant's operations under this Permit. Upon activation, the duration of this permit, unless otherwise approved by the GM, or his designate, is for a maximum of 14 calendar days.

The permit may be extended at the sole discretion of the GM, or his designate for a further 14 day period.

The Applicant further agrees that all temporary reinstatement of works within the limits of the road allowance will be guaranteed and maintained safe until final restoration is performed or a maximum of twelve months from the date of substantial completion.

This permit is not valid until all copies are signed, approved and issued. A copy of this permit must be on site at all times. Permits are valid for the date, time, locations and type of work listed only.

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 Standards (M.O.L. trench numbers must be available).

Town of Orangeville's General Conditions and Standard Specifications, Standard Drawings and the Ontario Provincial Standard Drawings/Specifications Manuals form an integral part of this permit.

Driveway widenings (curb adjustments), Road Closures for Community Events, although part of and regulated by the Road Occupancy Permitting Process, requires a separate process and application. Please refer to the Driveway Widening/Curb Cut Application and Road Closures for Community Events Application.

Prior to any excavation, an underground locate must be obtained from all utilities and a copy of the stakeout report(s) must be on site, at all times. The Applicant must ensure that all service connections are inspected and accepted prior to performing the backfilling operation. All services will be protected and supported to the satisfaction of the utility concerned.

Normal Hours of Operation will be 7:00am to 7:00pm (summer) and 7:00am to 4:00pm (Nov. 15 to April 1). Specific restrictions may be imposed. The Town reserves the right to deny applicants a permit during the period November 15 to April 1 of the following year due to winter maintenance responsibilities and service level delivery.

Roads shall not be closed unless expressly stated and approved. For [Emergency Road Closures](#) call 519.941.0440. ext. 2250, as soon as possible. Traffic control will be performed in accordance with Book 7 of the Ontario Traffic Manual – Temporary Conditions.

Traffic and regulatory signs will not be removed, dismantled, or in any way altered so as to affect the normal function of the sign.

Crash attenuation devices will not be removed, dismantled, or in any way altered so as to affect the normal operation of the equipment. Where a crash attenuation device conflicts with the conditions of this permit, the Applicant must contact this office for review.

Mud tracking is not permitted. The road surface and sidewalks/walkways are to be kept clear of obstructions and debris. Streets and sidewalks/walkways must be cleaned on a regular (max. of 4hr.) basis.

The Applicant accepts the Town's right to perform any necessary remedial work caused by the Applicant's operation, subject to the following conditions:

- (a) At least 24 hours prior, verbal notification will be given to the Applicant of any required remedial work, when this time elapses the Town 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 a public safety or an emergency situation, the Town will perform immediate repairs. All costs associated with this action plus an administration fee will be charged to the Applicant.

Parking Service Vehicles on Boulevards Is Strictly Prohibited

- Boulevard restoration will consist of backfilling with clean, non-frozen native materials, properly compacted so as to prevent settlement. New sod (no.1 Nursery stock) will be placed over a minimum of 100mm clean topsoil, countersunk and rolled to match the surrounding area.
- The Applicant is responsible for watering and ensuring the sod grows prior to final (12 months) acceptance.
- Trees on the right of way are not to be affected. When the work interferes with or causes damage to a tree, restoration details will be referred to the Public Works Dept. for review. Boulevards, parkland and buffer strips must not be accessed for 24hrs after a major rainfall.
- Catch basins and Manholes 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.
- Small excavations or pits 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, a sidewalk, or a driveway.

Sidewalks Must Not Be Removed Without Prior Written Approval

When sidewalk removal or damage cannot be avoided the following conditions will apply:

- All forms of pedestrian traffic must be considered and maintained.
- During summer months the area is made safe by placing 20mm plywood over the hole, and surrounding the site with construction fence.
- During winter months the area is made safe with steel plates, secured and adequately marked.
- Backfill may consist of unfrozen native material, 20mm crusher run limestone, properly compacted, and or high performance bedding.
- Any undermining of the sidewalk must be properly backfilled and compacted. The Town may require undermined bays of sidewalk to be removed and replaced at its sole discretion.
- Temporary restoration of sidewalks will include a minimum of 75mm of either cold mix or hot mix asphalt material. All concrete sidewalk and curb restoration shall be undertaken in accordance with our current standards (all Town costs incurred will be charged to the applicant or the utility) should the area not be restored to the Town's satisfaction in a reasonable amount of time.
- All restoration shall be completed within two weeks from commencement of the works.

Open Cutting Of The Road Is Not Permitted Unless Prior Approval Is Obtained

- First priority will be given to "trenchless" technology. Temporary restoration of an approved road cut will include properly compacted granular material and a minimum of 75mm of either cold mix asphalt or 75mm of HL8 asphalt.
- Open road cuts, removal of sidewalk and other hard surfaces will not be permitted between **November 15 and April 1 of any given year**.
- All final asphalt restoration shall be in accordance with our current standards (all Town costs incurred will be charged to the applicant or utility) should the area not be restored to the Town's satisfaction in a reasonable amount of time.
- All restoration shall be completed within two weeks from commencement of the works.
- Unless otherwise stated, the backfill material will be 20mm crusher run limestone compacted to 100% of standard proctor density at optimum moisture content. The Town reserves the right to request compaction tests, at the Applicants expense, on any back fill. Alternative backfills may be approved, on a site-specific basis. Road asphalt shall be replaced in 2 lifts consisting of the following minimum: 60mm of OPSS HL-4 or HL-8 and 40mm of OPSS HL-3.

Oversized/Overweight Loads

- This permit exempts solely and specifically the vehicle detailed on the permit from weight restrictions imposed by the Corporation of the Town of Orangeville, in accordance with the Traffic Bylaw as revised, pursuant to the Highway Traffic Act. The permit is only valid for the time period shown and solely for the use on roads under the jurisdiction of the Corporation of the Town of Orangeville and must be in the possession of the driver at all times.
- The issuance of this permit does not relieve the applicant from the responsibility for the damages caused to the roads and utilities by the moving of such oversize loads.
- The applicant is responsible for advising the Fire Department, Police Department, Ambulance and Orangeville Transit and for arranging police escorts and traffic control as required.
- The applicant is responsible for obtaining clearance from all overhead utilities.

Note:

1. The Town, depending on the nature of the proposed work, reserves the right to charge the applicant an administration fee and retain a refundable deposit to secure the quality of the works. The deposit will be returned after the work has been completed, inspected by the Town and all outstanding issues addressed to the satisfaction of the Town of Orangeville. Administration fees will not be refunded.
2. The Town reserves the right to limit, deny and or withhold permits until such time as the Applicant has provided all required information to the satisfaction of Public Works. The Town may also deny permits based on past experience with specific applicants, etc.
3. The Town reserves the right to recover any cost it may incur to rectify damages to the right-of-way and other Municipal Property. The applicant agrees to reimburse the Town for any expense it may incur under these circumstances.
4. This Permit must be on site at all times during the proposed work. The Town reserves the right to revoke this permit at its sole discretion without prior notice.

5. The Applicant/Utility agrees that it shall not hold the Town responsible for any damage, other than what is determined to be negligence on the part of the Municipality, to its plant on or below ground that may be a result of regular maintenance, including winter maintenance, and or any other reasonable maintenance that the Municipality is responsible to perform on and abutting the Municipal ROW and where the Applicant/Utility has placed infrastructure that has not been approved by the Municipality and not in accordance with Municipal Standards.
6. The Applicant/Utility shall be solely responsible for any costs and expenses associated with the relocation of any equipment by the Applicant/Utility where initiated by the Applicant/Utility's sole request. Other than for the negligence of the Town, where the location of any portion of the Applicant's Equipment in the Municipal ROW is located outside the approved location outlined in the Permit, municipal standards, or as shown on "as-built" drawings as accepted by the Town, then the Town shall be responsible for the Relocation Costs for such Equipment. However, for any relocation required by the Town, the Town shall allow the Applicant to relocate the Equipment in a timely manner to meet the Town's deadlines. The Town shall also reimburse the Applicant for its Relocation costs, in accordance with the current terms of the *Ontario Public Service Works on Highways Act, RSO 1990 ("PSWHA")*, or the prevailing CRTC decisions governing such relocation reimbursement.
7. Materials and Equipment shall not be stored on the Road and or ROW "over-night". All equipment and materials shall be removed and relocated off the Road and or ROW at the end of each work day. Failure to do so will result in this permit being revoked and the Applicant being order to stop work.
8. When required by the Town, a valid traffic protection (and where applicable) pedestrian protection plan shall remain on site and be in affect at all times during the construction.

Revised: January 2025