



Township of Southwold

35663 Fingal Line, Fingal, Ontario N0L 1K0 (519) 769-2010 fax: (519) 769-2837

ROAD OCCUPANCY PERMIT

SECTION 1 - GENERAL INFORMATION

DATE OF APPLICATION _____

APPLICANT _____ CONTACT PERSON _____

APPLICANT'S MAILING ADDRESS _____

_____ POSTAL CODE _____

APPLICANT'S TELEPHONE _____ EMAIL _____

CONTRACTOR _____ CONTACT PERSON _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE _____ EMAIL _____

SECTION 2 - LOCATION AND DESCRIPTION OF WORK

CIVIC ADDRESS AND ROAD NAME _____

ROLL NO. _____ LOT _____ CONCESSION _____

DOES THIS PERTAIN TO A SEVERANCE _____ SEVERANCE APPLICATION NO. _____

DESCRIPTION OF WORK _____

SIDE OF ROAD (N,E,S,W) _____ DISTANCE FROM ROAD CENTRELINE _____

PROPOSED START DATE _____ ESTIMATED COMPLETION DATE _____

***NOTE:** A PLAN/SKETCH SHOWING THE LOCATION OF THE ABOVE-DESCRIBED WORK AND/OR SERVICE MUST ACCOMPANY THIS APPLICATION. ALL RELEVANT MEASUREMENTS AND DEPTH OF WORK WILL BE SHOWN.

IF THIS PERMIT IS FOR THE PURPOSE OF CONSTRUCTING OR ALTERING AN ENTRANCE, PLEASE DEFINE THE AREA SO THAT THE EXACT LOCATION MAY BE INSPECTED. (i.e. stakes at property line, paint on fence, etc.)

PERMIT FEE: Driveway Minimum \$250.00
All others Minimum \$500.00

ENTRANCE BOND: Minimum \$1,000.00 (REFUNDABLE)

WORK IN ROAD ALLOWANCE : \$1,000.00 min. (REFUNDABLE)

Please Note: PERMIT FEE IS WAIVED FOR Municipal Drains.

I have read, understand, and agree to the conditions set forth on this application and assume all cost incurred by the Township of Southwold, liability for all damages which may be incurred and to indemnify and hold harmless the Township of Southwold from any actions, claims, suits or demands made against the Township by any person arising out of the issuance of this permit.
(REFER TO CONDITIONS ON REVERSE)

Signature of Applicant

Date Signed

SECTION 3 - SPECIAL CONDITIONS AND APPROVAL [OFFICE USE ONLY]

FEE PAID \$ _____ ENTRANCE BOND \$ _____ WORK UNDER ROADWAY BOND \$ _____

PROOF OF LIABILITY INSURANCE: YES___ NO___ AMOUNT OF COVERAGE: \$ _____

REQUIREMENTS FOR THE ENTRANCE (refer to CONDITIONS FOR ENTRANCEWAYS on reverse for other requirements):

LENGTH OF PIPE _____m DIAMETER OF PIPE _____m

TOP WIDTH _____m SURFACE TYPE _____

SPECIAL CONDITIONS _____

Signature of Approval

Date Approved

FINAL INSPECTION NOTES: _____

GENERAL CONDITIONS

1. Permits will be honored for a period of one year from date of approval. When conditions or unforeseen difficulties require a longer period of completion than is indicated on the permit, the Applicant shall notify the Township of the additional time required and the reason thereof. **It is the responsibility of the Applicant to notify the Township when the work is complete and ready for final inspection.** If a final inspection has not been requested by the Applicant, and one year’s time has passed from the date of approval, the Permit Fee and Bond will be forfeited to the Township. If a final inspection has been requested and the work has been completed but not to the satisfaction of the Township under the conditions of this application, the Township may elect to finish or restore the works with the Applicant’s bond without any prior notice.
2. Under any permit application, the Township may elect to exceed the minimum requirements and conditions as specified in this document. The Township may request additional: insurance coverage, restoration, amount of cash bond, or any other work deemed necessary to accommodate the application.
3. Township roads will not be closed. A minimum of one driving lane will always be open to traffic. All excavations within 4 metres of any driving lane will be backfilled at each day’s end. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.
4. Roads will **not** be open cut without express written permission, therefore all road crossings shall be bored or directionally drilled. **All plant being located under the road surface shall be placed at a minimum of 1.2 metres under the road surface** (that is 1.2 metres under the elevation of the shoulder rounding). If written permission has been granted to open excavate a road, specific restoration methods will be specified and a cash bond in the amount of the cost of restoration shall be submitted and retained to up to 12 months after the completion of the specified works.
5. 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 to its original condition. The Township of Southwold’s Public Works Superintendent shall determine material specifications. If weather dictates that permanent restoration cannot be accomplished, the Applicant shall temporarily repair any disturbed asphalt or concrete surfaces with a fifty- (50) millimeter thickness of asphalt. Temporary and/or final repairs shall be to the satisfaction of the Township of Southwold, at the expense of the Applicant.
6. When required, a security deposit shall be given to the Township representing 100% of the cost to perform the necessary restoration. The Township shall set this deposit amount. The Applicant will be responsible for any temporary and/or final restoration costs. The restoration shall be completed as per the direction of the Township. Upon completion of the final restoration, the site will be inspected by the Township of Southwold staff and if satisfied (interim acceptance) the security deposit will be returned within a 12-month period from the date of final inspection.
7. 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 “Ontario Traffic Manual, Book 7 – Temporary Conditions”, most current edition. All detour signing and materials, when required, shall be supplied, erected, and maintained by the contractor at the expense of the Applicant.
8. Prior to the approval of the Roadway Occupancy Permit, the contractor shall supply proof of liability insurance in the minimum amount of \$5,000,000.00.
9. It is the responsibility of the Applicant not to damage any existing plant, survey markers of infrastructure including drainage works and utilities (both aerial and underground facilities). The Applicant will assume all costs and liabilities from such damage. Utility locates are the responsibility of the Applicant, and this document will release the Township of Southwold from all claims arising from the damage or alteration of any plant or facility. The Applicant may be subject to additional conditions imposed by the utility provider if the proposed work interferes in any way with that utility. It is the applicant’s

responsibility to ensure that any work does not conflict with their requirements (such as maintaining vertical clearance from aerial facilities and cover over underground services).

- 10. Excavated material shall not be piled in such a manner as to obstruct vehicular and/or pedestrian traffic at a minimum of four (4) meters from edge of pavement. All construction equipment and vehicles shall also maintain this “clear zone” when not in use.
- 11. Every person who contravenes any provision of this permit under its By-Law shall upon conviction be liable to payment of a fine of not less than \$500.00 for a first offence and \$1000.00 for a second or succeeding offence plus costs incurred by the Township of Southwold to complete the works, repair damages caused by the work and/or restore the area to the conditions set forth within this application. Every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended time to time.

CONDITIONS FOR ENTRANCEWAYS

- 1. **All costs** associated with this permit and construction of the entrance in accordance with the terms of the permit will be the **responsibility of the Applicant**. A **refundable deposit** is submitted along with this application’s fee. The deposit shall be refunded to the Applicant upon acceptance of the entranceway by the Township of Southwold less any amounts expended to satisfy the conditions of this permit that were not met. **A typical rural private entrance will require a deposit of \$1,000.00**. The Township will set an appropriate deposit amount to cover the costs of materials and labour to complete the work to the requirements of this permit.
- 2. The Township may restrict the placement of an access onto a Township Road in the interest of public safety. It is the Township’s final decision in this determination. Influencing factors include: sight lines, stopping distance, traffic patterns, roadway design, drainage, proximity to intersections/railroads/structures, etc.
- 3. The Township may limit the width or number of accesses to a property. Entrance numbers will be limited to the following:

Residences	- 1 per property
Farm Buildings	- 1 per farm
Farm Entrance	- 1 per farm (more if natural obstructions within the field prevent reasonable access)
Commercial / Industrial	- 2 per property (spaced at a minimum of 30 metres)
- 4. General Design Standards to be met under this application are as follows:
 - a) Finished grade of the entrance must fall away from the edge of driving lane with a slope of no less than 2%.
 - b) Field, Farm or Residential Entrances shall be surfaced with at least 150mm of Granular ‘A’ and have a top width of 6 metres.
 - c) Commercial / Industrial Entrances shall be surfaced with hot-mix asphalt and shall accommodate specific vehicle types.
 - d) Culvert pipe lengths shall be long enough to produce a minimum 2: 1 slope from the ditch invert to the surface of the entrance. Culvert pipe lengths will be a minimum of 12 metres. Open-end culvert pipes shall be a minimum 375mm diameter. If a catch basin inlet is required under special conditions, the diameter of pipe will be specified.
 - e) Material for pipe culverts shall be high-density polyethylene plastic storm sewer pipe manufactured by a CSA approved agent.
- 5. Property owners having access to the Township Road are fully responsible for the maintenance of the entranceway including removal of snow and ice and keeping the portion of the entrance within the Road in a safe condition for vehicular traffic. A culvert installed under the terms of this permit shall become the property of the Township and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the Township, except where the culvert crosses a Municipal Drain and provisions of the Drainage Act take precedence and maintenance becomes the Municipality’s responsibility.
- 6. Curb and gutter, asphalt, sidewalks, drainage systems, erosion protection and/or other work may be specified by the Township to be installed by the Applicant at the Applicant’s expense in circumstances where existing conditions warrant continuity to existing features or require special attention.