



# Municipality of South Bruce

**MUNICIPAL OFFICE**

P.O. Box 540, 21 GORDON ST E. TEESWATER, ONTARIO NOG 2S0  
Phone (519) 392-6623 Fax (519) 392-6266

## Road Occupancy Permit

### General Information:

|                          |                      |
|--------------------------|----------------------|
| Company/Contractor Name: |                      |
| Address:                 |                      |
| Business Phone:          | Email:               |
| Contact Name:            |                      |
| Contact Phone:           | After Hours Contact: |

|  |  |           |                          |         |                          |         |                          |           |                          |         |                          |         |                          |
|--|--|-----------|--------------------------|---------|--------------------------|---------|--------------------------|-----------|--------------------------|---------|--------------------------|---------|--------------------------|
| <p><b><u>Type of Work</u></b></p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Repair</p> <p><input type="checkbox"/> Directional Bore Road Crossing</p> <p><input type="checkbox"/> Testing</p> <p><input type="checkbox"/> Road Access</p> <p><input type="checkbox"/> Fibre</p> <p><input type="checkbox"/> Pavement Cut</p> | <p><b><u>Location</u></b></p> <table style="width: 100%;"> <tr> <td>Carrick</td><td><input type="checkbox"/></td> <td>Mildmay</td><td><input type="checkbox"/></td> </tr> <tr> <td>Culross</td><td><input type="checkbox"/></td> <td>Teeswater</td><td><input type="checkbox"/></td> </tr> <tr> <td>Formosa</td><td><input type="checkbox"/></td> <td>Belmore</td><td><input type="checkbox"/></td> </tr> </table> <p>Road/Street:</p> <p>At/Between:</p> <p><b><u>Date Required</u></b> (from/to)</p> | Carrick   | <input type="checkbox"/> | Mildmay | <input type="checkbox"/> | Culross | <input type="checkbox"/> | Teeswater | <input type="checkbox"/> | Formosa | <input type="checkbox"/> | Belmore | <input type="checkbox"/> |
| Carrick  | <input type="checkbox"/>   | Mildmay   | <input type="checkbox"/> |         |                          |         |                          |           |                          |         |                          |         |                          |
| Culross  | <input type="checkbox"/>   | Teeswater | <input type="checkbox"/> |         |                          |         |                          |           |                          |         |                          |         |                          |
| Formosa  | <input type="checkbox"/>   | Belmore   | <input type="checkbox"/> |         |                          |         |                          |           |                          |         |                          |         |                          |

### Special Provisions: (to be completed by Municipal Staff)

|   |                               |                                |                                |                                |                                |
|---|-------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| From General Conditions (see Page 3 and 4): | <input type="checkbox"/> 1-19 | <input type="checkbox"/> 20-23 | <input type="checkbox"/> 24-29 | <input type="checkbox"/> 30-36 | <input type="checkbox"/> 37-42 |
| Additional Conditions:                      |                               |                                |                                |                                |                                |

The Applicant agrees and accepts full responsibility for the protection of all utilities, private property and persons affected by their operations and further agrees to provide proof of liability insurance as per Municipal standards naming the Municipality of South Bruce and relevant County as additional insured; and further indemnify and save harmless the Municipality of South Bruce and all assets and personnel it is in law responsible for. **Failure to comply with all conditions will render this permit void. This permit does not constitute Municipal Consent Approval.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Municipal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Fees:**

\$100 Basic Permit (5 days)

\$250 Extender Permit (6 days plus)

\$1,000 Security Deposit (if required, at the discretion of the Operations Manager)

Amount Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Date Deposit Returned \_\_\_\_\_

**Description of Work being done**

**Map/Sketch of Area of work**

**DRAWINGS OF THE PROPOSED WORK ARE TO BE SUBMITTED AS AN ATTACHMENT**

## **General Conditions:**

1. Prior to commencing work, locates must be obtained from utilities.
2. The Operations Manager must be notified 48 hours before work is to commence.
3. When working, a copy of this permit and utility locates must be on site at all times.
4. This permit is not valid until the signed copy is received by the Municipality of South Bruce.
5. Construction plans must be submitted with this permit, when required.
6. A copy of the permit or written notification of completion of work must be provided to the Municipality for final approval.
7. Positive drainage shall be maintained during the course of the work.
8. One Lane of traffic must be maintained during working hours as per OTM Book 7 and traffic plan must be emailed to Operations Manager prior to commencement of work. All lanes of traffic must be maintained when not working. All full road closures must have approval from the Operations Manager.
9. All utilities shall be protected and supported, to the satisfaction of the utility concerned.
10. All road surfaces and sidewalks shall be kept clear of obstructions and/or debris, to avoid hazard or inconvenience to the public.
11. Mud tracking or dust nuisance shall not be allowed. Any accumulation must be cleaned from the road and/or shoulders immediately. Cleaning instructions may be given by Municipal staff. **If at any point Municipal staff find that mud tracking or dust nuisance is excessive, the work shall be stopped.**
12. The Applicant shall not cut, trim or interfere with any trees in the right-of-way without Municipal approval.
13. All changes and/or deviation from the submitted approved plans and/or locations shall be subject to re-approval from the Municipality of South Bruce.
14. Subject to the Municipality of South Bruce approval, **the use of steel plating shall not generally be permitted.**
15. The road shall not be closed without the consent in writing of the Operations Manager.
16. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary closing of an access to homes and businesses.
17. The applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights necessary for the protection of the public and the safe operation of the installation, at the applicant's own expense, as per the OTM Book 7, Temporary Conditions latest revision. (Note: This manual depicts minimum standards, additional signing may be required by the Municipality of South Bruce).
18. All disturbed or affected areas to be maintained and guaranteed for two years after completion and acceptance of the work by the Municipality of South Bruce, at the applicant's expense.
19. The applicant accepts the Municipality's right to perform any necessary remedial work caused by the applicant's operation, subject to the following conditions:
  - a. The Municipality of South Bruce will give the applicant not less than twenty-four (24) hours notice of any remedial work required, except for emergency work.
  - b. If at the expiration of the time allowed, the applicant or their contractor has not commenced remedial work to the Municipality's satisfaction, the Municipality may undertake to have this work done by whatever means it deems necessary.
  - c. The applicant to reimburse the Municipality of South Bruce for all cost incurred under 20a) and/or 20b) and/or to supply the Municipality with a Security Deposit, for a specified amount, if requested.

## **Trenches and Pits**

20. Trenches shall be fully compacted by mechanical means (roadway – 100% SPMDD, roadside – 95% SPMDD) and all surfaces restored to original condition. Positive drainage shall be maintained during the course of the operation.

21. Mechanical and/or vibratory compaction equipment shall be on site prior to commencing work.
22. Trench to be backfilled with Granular Subbase Course Class "B", in 150 mm (6") layers to 450 mm (18") below the road surface, and each lift shall be compacted using mechanical and/or vibratory compaction equipment.
23. Granular base Course Class "A" to 150 mm (6") below the asphalt base in two layers, and compacted to 100% SPMD.

#### **Boulevard Works**

24. Shoulders to be repaired as per conditions number 30 and 31, cleaned of mud and clay, etc., and restored to original cross-section and appearance.
25. In grassed areas adjacent to homes and businesses, sodding is required as per OPSS 571. All other areas shall be seeded and straw mulched as per OPSS 572. Topsoil shall be placed to a minimum of 100 mm (4") depth prior to seeding or sodding as per Municipality of South Bruce requirements.
26. All disturbed ditches to be restored with at least four rows of sod placed in the bottom, as per OPSD 218.01.
27. Driveways shall be repaired in the same manner as the road, as outlined below.
28. Asphalt strips and centre medians shall be restored to original condition or better.
29. Sidewalks shall be restored to match the Area Municipality's standards.

#### **Road Works - Asphalt**

30. On hot-mix asphalt pavement, cutting shall be done by means of sawing full depth to leave a clean straight edge. Excavation equipment such as backhoes, etc. shall not be used for this purpose. The adjoining pavement shall be protected from damage by equipment.
31. Cold patching to be placed immediately as a temporary surface. Permanent pavement repairs using hot-mix asphalt shall be made within 14 days. All Municipal roads having heavy traffic volumes must be repaired immediately with hot-mix asphalt. Between November 15<sup>th</sup> and May 15<sup>th</sup> all cuts must be filled immediately with hot mix. Under no circumstances shall a cut be left with a granular surface.
32. Prior to permanent pavement repairs, a 300 mm (12") wide strip of asphalt each side of the excavation shall be removed by full depth saw cutting.
33. The application of a bonding agent (SS1 emulsion) shall be applied to all cold asphalt joints and exposed concrete faces as per OPSS 1103.
34. Limit of pavement construction joint to be sealed with "TBond HMA Joint Tape", "Densoband" or approved equivalent.
35. 100 mm (4") Heavy Duty HL8 (PG-64-28) placed in two 50 mm lifts as per OPSS 310.
36. 50 mm (2") HL1 (PGAC-64-28) placed as per OPSS 310.

#### **Road Works – Concrete Base/Misc. Concrete**

37. Existing concrete base must be saw cut a minimum of 300 mm wider, each side of excavated trench.
38. Concrete Pavement Reinstatement OPSD 509.11.
39. 35MP a high early strength concrete to be placed to match existing, as per OPSS 1350.
40. Concrete restoration shall not be open to traffic until concrete has reached 75% of the 28-day strength.
41. Unless otherwise noted, all concrete work shall comply with current CSA and OPSS standards and specs.
42. Where the Municipality issues a permit on a Municipal road that has been reconstructed and/or resurfaced within the past 5 years, the Municipality reserves the right to specify the extent of restoration required.

**ALL CONDITIONS ARE SUBJECT TO REVISION AS NECESSARY.  
REPAIRS SHALL BE EQUAL OR SUPERIOR TO THE ORIGINAL CONDITION.**