

Road Occupancy Permit



ROAD OCCUPANCY PERMIT # _____

BUILDING PERMIT #: _____ (if applicable)

AUTHORIZING CONSTRUCTION ON MIDDLESEX CENTRE ROAD ALLOWANCES

Applicant Information:

Applicant Name: _____

Mailing Address: _____

Postal Code: _____ Tel: _____

Email: _____

Location Information:

Address / Cross Road Name: _____

Location Description: _____

Description of Work:

Other Details: Which Side of Road: _____

Depth Below Road/Grade: _____

Distance from Road Centre Line: _____

Note: A plan sketch showing extent and location of work must accompany this application.

Date of Work:

Start: _____ Finish: _____

Fees:

1. Permit Fee: \$175.00
2. Refundable Deposit: Deposit Amount \$ _____ (amount to be set by Middlesex Centre). Minimum deposit amount is \$2,500.00 payable as cash, cheque or debit.
3. Roadway Degradation Fee:

Surface Type	Fee per sq/m	Area sq/m (m ²)	Total
Gravel	\$5.00		
Tar & Chip	\$10.00		
Asphalt	\$14.00 to \$35.00 based on age in RNS		

Terms and Conditions:

The applicant agrees to the following terms and conditions noted below:

1. It is the applicant's responsibility to adhere to the Municipality's Infrastructure Design Standards.
2. It is the applicant's responsibility to inform Middlesex Centre when all work is to take place on the road allowance.
3. It is the applicant's responsibility to inform Middlesex Centre when the work is complete and ready for inspection by our staff.
4. Middlesex Centre does not guarantee that the location selected for service is not in use by other utilities or services.
5. The applicant agrees prior to beginning any work on the road allowance to properly set up signage and safety devices and this shall be in conformance with the Ontario Traffic Manual Book 7. Upon completion of the work all signage and safety devices shall be removed. It is the applicant's responsibility to provide all necessary signage and safety devices.
6. The road allowance shall not be closed at any time. If the road is to be restricted to one lane of traffic the use of properly trained traffic control persons, minimum of two, shall be used to control the flow of traffic.
7. All road crossings are to be bored. The asphalt road surface is not to be cut. All disturbed areas are to be restored to the original condition including any necessary sod, topsoil, and seeding. Damage to sidewalks or the road surface, curb and gutter, and/or ditches, shall be repaired by the applicant. If the applicant fails to restore any such damage to the satisfaction of Middlesex Centre, Middlesex Centre shall use the deposit to restore the damages and any further or additional costs will be invoiced to the applicant for payment.
8. All material that is backfilled shall be properly compacted to prevent settling. All disturbed areas are to be restored to original conditions.
9. The applicant shall ensure that all utility locates have been obtained. The applicant will be responsible for any utility repairs that are necessary if they are cut.
10. The applicant shall ensure that all surfaces and subsurface drainage is maintained at all times and any such drainage works that are damaged are repaired to the satisfaction of Middlesex Centre.
11. The applicant shall install and maintain silt fence if required for the works being undertaken.
12. The applicant is to abide by and comply with Provincial excess soils regulation.
13. The applicant agrees to hold Middlesex Centre harmless for any damage or liability caused by the work.
14. The applicant shall provide to Middlesex Centre a certified cheque for deposit before the work may commence along with the original signed copy of this permit.
15. Failure of the applicant to inform Middlesex Centre, within two years from the date of approval of this permit, for inspection and release of the deposit will result in the deposit being forfeited to the Municipality and the permit being null and void.
16. The deposit will be held for 60 days after notification from the applicant that the work has been completed. The work will then be inspected by Middlesex Centre staff who will determine if the work is satisfactorily completed before the deposit is returned.
17. The Municipality reserves the right to request contractor references and deny permits to contractors who cannot demonstrate successful completion of similar work/projects to the satisfaction of the Director of Public Works & Engineering.
18. The applicant shall provide proof of sufficient insurance naming the Municipality as an additional insured to the satisfaction of the Director of Public Works and Engineering.
19. Following three inspections, if the restoration measures have failed to be implemented in a satisfactory manner a re-inspection fee of \$175 will be required prior to the release of the deposit.
20. The applicant shall maintain insurance at a minimum of 1 million, but may be higher upon request, and shall be provided to the municipality upon request.
21. Any deviations from accepted plans or drawings require municipal review and approval.
22. This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information will be used by the Municipality of Middlesex Centre to process the application and to ensure compliance with all applicable statutes, regulations, and by-laws.

By signing below and beginning the described work on Middlesex Centre road allowance, the Applicant(s) agree and bind themselves to **all** the terms and conditions listed above.

Signature of Applicant

Date of Application

Office Use Only:

Approval Signature: _____ Date: _____

Date of Deposit & Fee Received _____

Date of Deposit Released: _____

For Keystone: Customer No. _____ Fee: \$ _____ Deposit: \$ _____

Description: _____