



# CITY OF ORILLIA

## ROAD OCCUPANCY APPLICATION AND PERMIT

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

20 James Street W., Orillia, Ontario L3V 6Y3

Telephone: (705) 326-4585; Facsimile: (705) 326-3373 EMAIL APPLICATIONS TO: [mocop@orillia.ca](mailto:mocop@orillia.ca)

Permit Fee: \$ \_\_\_\_\_ Paid

Invoice: Applicant  Contractor

Receipt No: \_\_\_\_\_

**APPLICANT:** Name: \_\_\_\_\_

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

Phone No.: ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

**CONTRACTOR:** Name: \_\_\_\_\_

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

Phone No. ( ) \_\_\_\_\_ Email: \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

**TYPE OF WORK AND LOCATION DESCRIPTION:** (Design/Construction Plan(s) may be required with Application)

Purpose of Work: \_\_\_\_\_

Street Name: \_\_\_\_\_ At or Between: \_\_\_\_\_

Work Will Commence On: \_\_\_\_\_ Be Completed By: \_\_\_\_\_

New Work: \_\_\_\_\_  Repair/Alteration Work: \_\_\_\_\_

Road Pavement Cut: \_\_\_\_\_ m.<sup>2</sup>  Directional Drill or Augured Road Crossing  Boulevard Cut: \_\_\_\_\_ m.<sup>2</sup>

Sidewalk Cut: \_\_\_\_\_ m.<sup>2</sup>  Access Cut: \_\_\_\_\_ m.<sup>2</sup> Entrance Cut(s):  Paved or  Gravel

Curb Cut – Length: \_\_\_\_\_ m.  Other (specify): \_\_\_\_\_

Number of Parking Meters/Spaces Affected: \_\_\_\_\_  By-law Department Must Be Notified

Other Approvals Required:  Yes  No If Yes, who: \_\_\_\_\_

**TRAFFIC CONTROL:**  Traffic Control Plan Supplied Describe the Traffic Control Plan Applicable: \_\_\_\_\_

**Traffic Lanes Will Be:**  Maintained  Partially Closed  Closed & Detour (requires City Council approval - 6 weeks)

A detailed traffic detour route and signage plan MUST be submitted for Application approval

**Lane & Road Closures Notification:**  Fire Dept. 705-325-5201  Ambulance: 705-325-7461  Police: 1-888-310-1122 Other: \_\_\_\_\_

(Minimum 48 hours prior to start of work)  City Transit: 705-325-3975  School Buses: [info@SCSTC.ca](mailto:info@SCSTC.ca)  TOK Transit: 705-326-8300

**NOTE:** The Applicant, Contractor and/or Sub-contractors will ensure all Traffic Lane Restrictions, Closures, Detours, Signage, Traffic Control and Work Zone Safety is in full compliance with the Ontario Traffic Manual, Book 7, Manual of Temporary Conditions, Latest Edition, at all times.

**NON-COMPLIANCE WILL IMMEDIATELY RENDER THIS PERMIT VOID.**

**ADDITIONAL DOCUMENTS TO BE PROVIDED WITH APPLICATION SUBMISSION:**

Certificate of Insurance:  Yes WSIB Clearance:  Yes Fee (\$100.00 per permit)  Yes

THE APPLICANT AGREES TO INDEMNIFY AND TO SAVE HARMLESS THE CORPORATION OF THE CITY OF ORILLIA, ALL ASSETS AND PERSONNEL IT IS IN LAW RESPONSIBLE FOR, FROM ANY AND ALL CLAIMS AND/OR ACTIONS THAT MAY ARISE FROM THE GRANTING OF THIS PERMIT, AND FURTHER AGREES THAT ALL INSTALLATION AND REINSTATEMENT WORKS PERFORMED UNDER THIS PERMIT WITHIN THE LIMITS OF THE CITY ROAD ALLOWANCE WILL BE MAINTAINED AND GUARANTEED FOR A PERIOD OF 24 MONTHS FROM THE DATE OF WORK COMPLETION ACCEPTANCE BY THE CITY. I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED AND AGREE TO ABIDE BY ALL GENERAL CONDITIONS, SPECIAL PROVISIONS AND ALL TERMS AND CONDITIONS OF THIS PERMIT APPLICATION AND PERMIT ISSUED.

**NAME (Print):** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Allow (3-5) days to process properly completed applications. Applications which require additional submission of information or documentation may take longer.

The personal information on this form is collected pursuant to Section 286 (c) of the *Municipal Act 2001*, c25, SO2001, and will be used to control and record the issuance of this permit. Questions about collecting this information should be directed to the Freedom of Information Officer, City of Orillia, 50 Andrew St. S., Suite 300, Orillia, ON. L3V 7T5; (705) 325-1311.

### PERMIT APPROVAL SECTION – TO BE COMPLETED BY CITY OF ORILLIA ADMINISTRATION

Certificate of Insurance:  WSIB Clearance:  Traffic Manual Book 7:  CITY PERMIT No. \_\_\_\_\_

**Special Conditions:** \_\_\_\_\_

ON THE BASIS OF THIS APPLICATION AND ALL PERTINENT SCHEDULES AND BY-LAWS AND NOT WITHSTANDING ANY OTHER LIABILITY, APPROVAL, REGULATION, BY-LAW, OR PROVINCIAL STATUTE, THE APPLICANT IS HEREBY APPROVED TO PROCEED WITH THE ROAD OCCUPANCY AS REQUESTED. THIS PERMIT IS ISSUED UNDER THE AUTHORITY VESTED IN THE CORPORATION OF THE CITY OF ORILLIA BY THE PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT AND THE REGULATIONS PURSUANT THERETO AND IS SUBJECT TO THE CONDITIONS OF THIS PERMIT APPLICATION AND TO THE CONDITIONS OF ANY SPECIAL AGREEMENT APPLICABLE TO THE ROAD OCCUPANCY AUTHORIZED BY THIS PERMIT.

**APPROVAL OF THIS PERMIT IS THEORETICAL IN NATURE AND DOES NOT CONSITUTE A TECHNICAL REVIEW OF THE SUBMISSION PROVIDED BY THE PROPONENT. ALL LEGAL OBLIGATIONS AND COMPLIANCE REMAIN THE RESPONSIBILITY OF THE PROPONENT SOLEY. TRAFFIC CONTROL AND LANE DIVISIONS PER ONT. TRAFFIC MANUAL BOOK 7 AND ROAD OCCUPANCY PERMIT REQUIREMENTS.**

PERMIT REVIEWER: \_\_\_\_\_ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

General Manager of Environment & Infrastructure Services or Designate

## CITY OF ORILLIA

# ROAD OCCUPANCY PERMIT APPLICATION FORM

## IMPORTANT INFORMATION TO THE APPLICANT

1. **Work on City rights-of-way or property is not permissible without a Road Occupancy Permit.**
2. Application for a Road Occupancy Permit requires a minimum of three (3-5) business days to process however, depending on the complexity of the permit, additional time may be required.
3. The applicant must obtain the necessary approvals from all appropriate authorities that will be impacted by this application.
4. A copy of the approved City Road Occupancy Permit must be available on the job site at the time of construction.
5. The applicant is required to obtain all locate stake-outs pertaining to the construction within the municipal right-of-way or City property prior to work commencement.
6. The requirements of the "road occupancy" pertaining to any aspect of the approved permit shall be to the satisfaction of the General Manager of Environment & Infrastructure Services or Designate, **otherwise the job site will be closed until those requirements have been met.** Any alterations to the approved permit must be approved by the General Manager of Environment & Infrastructure Services or Designate prior to such changes taking place.
7. Storage bins placed on City property must be secured, have reflective attachments or tape to ensure visibility at night, and have warning signs to ensure that the public does not enter or remove items from the bin and be in accordance with the requirements of Ontario Traffic Manual, Book 7.
8. **Insurance requirements**  
An insurance Certificate **IS** required at time of application submission. No permit will be issued without proper proof of valid insurance if requested.  
  
Insurance coverage requirements are as follows:
  - Motor Vehicle Liability Insurance with a minimum of \$2,000,000.00; **and**
  - Comprehensive General Liability Insurance with a minimum of \$2,000,000.00.  
Insurance Certificate must name The Corporation of the City Of Orillia as "Additional Insured".  
  
The Insurance Certificate must bear the original stamp and signature of the insurance company. The Insurance Certificate must be valid throughout the period for which the permit is issued.
9. Applicant must meet all conditions as set out in the permit, including *Road Occupancy Permit – General Conditions – Applicable To All Permit Holders*.
10. **Permit Fee is \$100.00** as per Chapter 452 of the City of Orillia Municipal Code.
11. Security deposits may apply and will be assessed on a permit by permit basis.

## GENERAL CONDITIONS – Applicable To All Permit Holders:

All utilities, agencies, contractors, developers, private individuals, etc., desiring to excavate, remove, alter, install, or otherwise disturb the existing lands or improvements thereon within City of Orillia road allowances or properties shall make application to the City for written permission to occupy or otherwise operate within the City road allowance or on City property in strict compliance with the following:

1. This Permit is subject to all Municipal By-laws. No work relating to this Permit will start before an approved Road Occupancy Permit has been issued by the City.
2. The requirements of the "road occupancy" pertaining to any aspect of this permit shall be to the satisfaction of the General Manager of Environment & Infrastructure Services or Designate, **otherwise the site/location will be closed until these requirements have been met.**
3. Prior to commencing work, utility locate stakeouts applicable to the Permit work area must be obtained from **ALL** utilities. Backfilling, compacting, and supporting of utility pipes, conduits, cables, etc. shall be completed to the satisfaction of each individual utility company. The City's Supervisor of Roads, Source & Storm (705) 325-2439 shall be notified 48 hours before work is to start.
4. Should the construction occur in the vicinity of, or impact on, a City of Orillia Traffic Signal plant, the Permit Holder **must** contact the City at (705) 326-4585 for a stakeout prior to the commencement of work.
5. All work shall be performed in accordance with the approved plans & specifications and subject to the approval of the City. The Permit Holder shall bear all expenses related thereto. When working, a copy of the approved Roadway Occupation Permit, drawings and stakeouts must be on site at all times.
5. The minimum depth of cover of all installations anywhere within the road right-of-way or other City property shall be **one metre below existing grade**. Positive drainage shall be maintained at all times during the course of the work.
6. Permitted hours of work shall be from 7:00a.m. to 6:00p.m., Monday to Friday. No work will be permitted on weekends or Statutory Holidays unless a 72 hour prior written approval has been requested of, and issued by, the City.
7. A minimum of two lanes of traffic must be maintained at all times outside construction hours. One lane of traffic must be maintained during construction hours. Clear sightlines must be maintained at all intersections and driveways.
8. All utilities shall be protected and supported, and if so damaged, repaired to the satisfaction of the utility concerned, all at the Permit Holder's expense.
9. Road surfaces, sidewalks and entrances shall be kept clear of obstructions or debris to avoid hazard or inconvenience to the public. Mud tracking or dust nuisance will not be allowed. Any accumulation must be cleaned immediately from the road and/or shoulder areas. Cleaning instructions may be given to the Permit Holder by City supervisory personnel. **If at any time City supervisory staff find that mud tracking or dust nuisance is excessive; all work shall cease until the situation is rectified to City acceptance.**
10. The Permit holder and/or Contractor must ensure that storage bins placed on City property are secured, have reflective attachments or tape to ensure visibility at night, and have warning signs to ensure that the public does not enter or remove items from the bin in accordance with the Ontario Traffic Manual Book 7.
11. The Permit Holder of an approved Permit shall maintain the works of the Road Occupancy Permit in accordance with all requirements of the City.
12. All changes and/or deviations from the approved Permit, plans, specifications and/or location shall be subject to re-approval of the City. Any alterations to the Permit must be approved by the General Manager of Environment & Infrastructure Services or Designate prior to such changes taking place.
13. Subject to written City approval, the use of steel plating covers over excavations shall not be permitted. If permitted the use of steel plating covers will only be considered from May 1 to November 1. Steel plates must be of sufficient strength and thickness to withstand daily traffic loads. Plates must be countersunk or slightly below the existing pavement surface and must be skid resistant.
14. The road shall not be closed at any time whatsoever without written consent. Property owners and/or residents affected by the Permit works shall receive a **minimum of 48 hours written notice by the Permit Holder** to temporary closing of any access or egress to residences or businesses. The Permit Holder **must** ensure that access for emergency vehicles be maintained at all times.
15. The Permit Holder agrees and accepts full responsibility to supply, maintain, clean and place all barricades, temporary fencing, warning signs, delineators, flashing lights, etc., necessary for the protection of the public and the safe operation of the work zone, at the Permit Holder's expense, as per the Ontario Traffic Manual, Book 7, Manual for Temporary Conditions, latest revision. (Note: This manual depicts minimum standards and additional signage may be required by the City.)
16. All disturbed or affected areas are to be maintained and guaranteed, at the Permit Holder's expense, for 24 months after completion and final acceptance of the work by the City. The Permit Holder must complete and submit the Release of Liability Form to the General Manager of Environment & Infrastructure Services or Designate for signature to commence the 24 month guarantee period.
17. Upon request, and where applicable, the General Manager of Environment & Infrastructure Services must receive confirmation that all monitoring wells installed in City right-of-way have been decommissioned in accordance with Ontario Regulation 903.
18. The Permit Holder accepts the City's right to perform any necessary remedial work caused by the Permit Holder's operations, subject to the following conditions:
  - a) At least 24 hours prior notification will be given to the Permit holder of any remedial work. Should the Permit Holder not act on this notification within the time given and this time elapses, the City will undertake to carry out the repairs;
  - b) When it is deemed that a **Public Safety or an Emergency Situation** has occurred due to lack of or inferior remedial work, the City will perform immediate repairs by whatever means it deems necessary;
  - c) All costs to the City associated with remedial repair plus an administrative fee will be invoiced to the Permit Holder.
19. This Permit must not be assigned or transferred from one Owner to another. If ownership changes hands, the new Owner must apply for a new permit. Each new permit is subject to the conditions applicable at time of the new permit issue.
20. If, during the term of this Permit, any Acts, Regulations or By-laws are adopted which affect the rights and privileges herein granted, the said Acts, Regulations and By-laws shall be applicable to this Permit from the date on which they come into force.
21. A Road Occupancy Permit may be cancelled at any time for breach of the regulations or conditions of the Permit or for any such reasons as the City in its discretion deems proper.
22. **Limited Liability and Release:** The Permit Holder hereby releases and forever discharges the City, including its elected officials, officers, employees, agents and contractors, and the Permit Holder further agrees that notwithstanding anything to the contrary contained herein, the City, including its elected officials, officers, employees, agents, contractors and sub-contractors shall not be liable to the Permit Holder or to anyone for whom the Permit Holder may be in law responsible for, any loss of or damage to property, personal injury or death, or any other losses, action, claims, causes of action, damages, both direct or indirect and such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the Permit Holder or any of the Permit Holder's employees, agents, contractors or sub-contractors during or otherwise in relation to or in connection with the Permit Holder's activities relating to any matters under this Permit, negligent misrepresentation, or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, the condition or state of repair of the roadway and the breach of any of the provisions of this Permit by the City, including, but not limited to, any negligent act or omission of the City, its employees, agents, contractors or sub-contractors, which causes or contributes to any such injury, damage or loss.
23. **Indemnity:** The Permit Holder shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors, from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, including such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the Permit Holder using the roadways, or by anyone else permitted on the roadway by the Permit Holder or by anyone for whom in law the Permit Holder is responsible, including any losses or damages which have been caused or contributed to by any negligence, negligent misrepresentation, or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, by the activities of the Permit Holder, the condition or state of repair of the roadway and the breach of any of the provisions of this Permit by the City, including, but not limited to, any negligent act or omission of the City, or its employees, agents, contractors or invitees, which causes or contributes to any such injury, damage or loss.

## Road Works – Asphalt

24. On hot-mix asphalt pavement, cutting shall be done by means of sawing full depth to leave a clean, straight, vertical edge. Excavation equipment such as backhoes, etc., shall not be used for this purpose. The adjoining pavement shall be protected from damage by equipment.
25. Cold-patch asphalt material to be placed immediately to road cut area as a temporary surface repair only. Permanent pavement repairs using hot-mix asphalt shall be made within 7 calendar days. On City roads having heavy traffic volumes, it will be necessary to repair immediately with hot-mix asphalt. **Under no circumstance shall a road cut be left with a granular surface condition.**
26. Prior to permanent pavement repairs, a 300mm. (12") wide strip of asphalt on every side of the excavation shall be removed by full-depth saw cutting. The application of RS-1 asphalt emulsion (or equivalent) bonding agent shall be applied to all cold asphalt joints and exposed concrete faces as per OPSS 1103.
27. **Limits of asphalt pavement construction joints to be sealed with "TBond HMA Joint Tape", Denso North America Inc. "DensoBand" sealing compound, or City approved equivalent.**
28. Base course asphalt pavement (below the top 50mm. of asphalt) shall be placed 50mm. thicker than original pavement and in 50mm. compacted layers as per OPSS 310 and shall be HL3 asphalt cement. Surface course asphalt pavement (the top minimum 50mm. of asphalt) shall be placed and compacted as per OPSS 310 and shall be HL3 asphalt cement.
29. When work is stopped for the day, all traffic lanes must be opened to traffic. Traffic lanes shall be considered satisfactorily open only if it is surfaced with hot-mix or cold-mix asphalt pavement.

**Trenches and Pits**

30. All trenches and pits to be fully compacted by mechanical means, (roadway – 98% SPMDD, roadside – 95% SPMDD) and all surfaces restored to original condition. Mechanical and/or vibratory compaction equipment must be on site prior to commencing work.
31. Trench to be backfilled with Granular Sub-base Course Class "B" material in 150mm. (6") layers to 450mm. (18") below the road surface, and each lift shall be compacted using mechanical tampers or vibratory compactors. Granular Base Course Class "A" material to 150mm. (6") below the asphalt base in 2 layers, and compacted to obtain 98% SPMDD. Water is to be used, as needed, to obtain the required compaction.

**Unshrinkable Backfill**

32. Unshrinkable backfill material may be used as a granular substitute for native material for proper trench consolidation up to the bottom of the road sub-base material. Sub-drains under the curbs must be restored to ensure their proper drainage operation. Unshrinkable Fill shall meet all requirements of OPSS 1359, except that no Supplementary Cementing Materials are allowed. It is the Permit Holder's responsibility to ensure that current OPSS mix requirements are met. The following is a summary of the requirements:
  - I. Maximum Portland Cement content.....25 kg/m<sup>3</sup>
  - II. Maximum 28-day compressive strength.....0.7 MPa.
  - III. The slump at point of discharge.....150 mm.
  - IV The mix shall be designed to flow into the excavation and all voids without vibration and segregation
  - V. The mix may contain foaming agents.

**Boulevard Works**

33. Shoulders to be repaired as per conditions number 24 and 25, cleaned of mud and clay, etc., and restored to original cross-section and appearance.
34. Driveways shall be repaired in the same manner as the road as outlined in Road Works – Asphalt above.
35. Sidewalk restoration shall be a minimum of one full sidewalk bay including expansion joint material. All concrete shall be as per OPSS 351. All sidewalks shall be a minimum 125mm. thick except in industrial/commercial/business entrances where the thickness shall be 200mm.
36. All disturbed ditches to be restored with at least 6 rows of sod placed in the bottom, as per OPSD 218.01.
37. Boulevard restoration shall consist of backfilling with clean, non-frozen native materials and properly compacted. In grassed areas adjacent to homes, businesses, sidewalks and curbs, sod is required as per OPSS 571. Sod shall be placed with staggered joints, countersunk, rolled to match the surrounding area and where applicable, staked into the ground. All other areas shall be seeded and straw-mulched as per OPSS 572. Topsoil shall be placed to a minimum of 100mm. (4") depth prior to seeding or sodding as per OPSS 570. The Permit Holder will be responsible for watering and ensuring growth of the sod or grass seed applied.
38. Sidewalks and curbs shall be restored to City standards using a minimum 30 MPa. high-early strength, air-entrained concrete. Unless noted otherwise, all concrete work to comply with CSA standards and OPSS specifications.
39. Where the curb has been undermined to facilitate utility installation, the curb shall be removed and replaced. Curb restoration shall be a minimum of 2.0 m. in length or shall extend 0.5 m. beyond the outer trench edges whichever is greater. All concrete shall be as per OPSS 353.
40. The Permit Holder and/or Contractor shall not cut, trim or interfere with any trees, shrubs, hedges, etc. in the right-of-way without written approval from the City. Where it is necessary to cut or trim trees, shrubs, hedges, etc. on private property adjacent to the right-of-way, the Permit Holder and/or Contractor must make the necessary arrangements with the property owner(s) and shall bear all costs in connection therewith, including damages occasioned as a result of such cutting and trimming.

**Boreholes**

41. All boreholes, regardless of native soil types, shall be filled from bottom to sub-grade with **bentonite** to reduce any potential settlements. For boreholes in pavement, restoration will consist of **bentonite** to sub-grade, 19mm. Crusher-run Limestone, OPSS Granular 'A' and HL-3 asphalt to match existing granular and asphalt depths respectively. For boreholes in the boulevard, the restoration shall consist of **bentonite** to within 100mm. of the existing surface and top 100mm. to be filled with screened topsoil. All excavated material shall be removed off site.

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

**I, THE PERMIT HOLDER, confirm that I have read, understood and accepted the ROAD OCCUPANCY PERMIT GENERAL CONDITIONS which form part of this permit. I agree that I will be responsible for the cost of permanent and remedial repairs if carried out by the City of Orillia plus an administration fee.**

\_\_\_\_\_  
 PERMIT HOLDER'S SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 NAME (please print)