

# Right of Way Occupancy Permit



<b>Client Information</b>	<b>Project Owner</b>		<b>Town Use Only</b>	
	<b>Applicant (if different)</b>			Permit # :
	<b>Address</b>			Submission Date:
	<b>Email</b>			
	<b>Telephone</b>			Permit Expiry:
	<b>After hours contact (Name &amp; telephone)</b>			First Extension Date:
			Final Extension Date:	

<b>Work Description</b>	<b>Site Location</b> <i>Please ensure to indicate nearest intersection,</i>	
	<b>Traffic Control Plan #</b>	
	<b>PUCC # (if applicable)</b>	
	<b>Capital Project # (if applicable)</b>	
	<b>Work Duration</b>	Start Date: _____ End Date: _____
	<b>Type of Work (please check all that apply)</b>	<input type="checkbox"/> Boulevard/Curb Cut <input type="checkbox"/> Pavement Cut <input type="checkbox"/> Sidewalk Cut <input type="checkbox"/> Augured/Bored Road

	Name	Signature	Date
Applicant			
Preliminary Road Operations Approval			
Service Caledon <i>(Permit issued)</i>			
Inspection Approval <i>(Release of Securities)</i>			

Fee for minor work involving <b>*softscape: \$110.25 *(boulevard) + securities</b>	<input type="checkbox"/> Initial: _____
Fee for major work involving <b>*hardscape: \$300.00 *(sidewalk and/or roadway) + securities</b>	<input type="checkbox"/> Initial: _____
Securities: Softscape = \$500.00 Hardscape = \$2000.00	<input type="checkbox"/> Initial: _____

\*Securities can be posted by certified cheque, bank draft or letter of credit

**Conditions of Issuance**

The Applicant agrees and accepts full responsibility for the protection of all utilities, private property, Town assets, and persons affected by his/her operations. If using a contractor, it is highly recommended that the Applicant hire qualified, experienced, and licensed contractors to complete all work. The Applicant's insurance policy will be called to respond to all claims or damages as a result of work performed by its hired contractors on Town of Caledon property.

The Applicant agrees to provide proof of liability insurance with a limit of not less than \$5,000,000, naming The Corporation of the Town of Caledon as additional insured.

The Applicant shall indemnify, defend, and hold harmless the Town from any form of claim, action, suit, or lien whatsoever caused by the actions or works performed by the applicant, including without limiting the generality of the foregoing, claims for harm to utilities by the actions or works of the applicant. The rights to indemnity contained herein shall survive the termination or expiry of the application.

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

- The General Manager of Finance & Infrastructure Services or designate will give the applicant no less than twenty-four (24) hours' notice of any remedial work required, except for emergency work.
- If the remediation work has not been completed by the Applicant or his/her contractor before the expiration outlined by the Town or to the satisfaction of the General Manager of Finance and Infrastructure Services or designate's satisfaction then the Town reserves the right to complete remedial works, by whatever means necessary, at the expense of the Applicant to ensure that works are completed.
- The Applicant agrees to reimburse the Town of Caledon for all costs incurred

The Applicant is prohibited to perform any work on the Town's Right-of-Way without the appropriate permit issued by the Town; all non-compliance will be subject to additional permit fees and/or penalties deemed necessary by the Town as per the Fees and Charges By-Law No. BL-2017-79. The Town reserves the right to deny approval and/or issuance of a permit if unresolved claim(s) or performance issues exist between the Town of Caledon and the Applicant.

Failure to comply with all conditions will render this permit void.  
It shall be the Applicant's responsibility to ensure compliance with site plan, zoning, P.U.C.C and/or connection approval.

# Right of Way Occupancy Permit Application Form



## General Conditions

1. Prior to commencing work, stakeouts must be obtained from all utilities in the Town of Caledon.
2. The Town must be notified 48 hours before work is to commence if work is begin on any date other than approved on this permit.
3. When working, a copy of this permit and stakeouts must be on site at all times.
4. This permit is not valid until the signed copy is provided by the Town of Caledon.
5. Securities shall be held for Pavement Cut and Sidewalk Cut for **one year** from date of inspection/sign off. Securities shall be held for augured/bored road work for **two years** from date of inspection/sign off.
6. A copy of the permit or written notification of completion of work must be provided to the Town 24 hours upon completion.
7. Positive drainage shall be maintained during the course of the work.
8. No work shall be done during peak travel periods of (7:00 a.m. to 9:00 a.m., or 3:30 p.m. to 6:00 p.m.) on the travelled portion of the roadway.
9. Construction plans/drawings must be submitted at all times with application.
10. **All** lane(s) of traffic must be maintained at all times when not working. **One** Lane of traffic must be maintained during working hours.
11. All road surface and sidewalks shall be kept clear of obstructions or debris, to avoid hazard or inconvenience to the public.
12. 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 the Town field supervisory staff. If at any point Town supervisory staff find that mud tracking or dust, nuisance is excessive, the work shall be stopped.
13. The Applicant shall not cut, trim or interfere with any trees in the right-of-way of the Town, without the Town's approval.
14. All changes and/or deviations from the approved work and/or location shall be subject to preapproval of the Town.
15. The use of steel plating shall not be permitted without the Town's approval.
16. The road shall not be closed without the consent in writing of the General Manager, Finance & Infrastructure Services or designate. Upon consent, a Road Closure Permit must be completed and requirements of road closure procedure must be adhered to.
17. The applicant agrees to submit a Traffic Control Plan 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 Ontario Traffic Control Manual - Book 7, Temporary Conditions latest revision. (Note: This manual depicts minimum standards, additional signing may be required.)

## Trenches and Pits

18. All Trenches shall be fully compacted by mechanical means, (roadway - 100% S.P.D, roadside - 95% S.P.D.) and all surfaces restored to original condition. Positive drainage shall be maintained during the course of the operation.
19. Mechanical and/or vibratory compaction equipment shall be on site prior to commencing work.
20. 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 tampers or vibrators. Water to be used, if needed, to obtain the required compaction, i.e. 100% S.P.D. (Unshrinkable backfill material may be used as a granular substitute, as per O.P.S.S. 1359 for native material up to the bottom of the road subbase material).
21. Granular Base Course Class "A" to 150 mm (6") below the asphalt base in two layers, and compacted as per Item 32.

## Boulevard Works

22. Shoulders to be repaired as per conditions number 32 and 33, cleaned of mud and clay, etc., and restored to original cross-section and appearance.
23. In grassed areas adjacent to homes and businesses, sodding is required as per O.P.S.S. 571. All other areas shall be seeded and straw mulched as per O.P.S.S. 572. Topsoil shall be placed to a minimum of 100 mm (4") depth prior to seeding or sodding as per O.P.S.S. 570.
24. All disturbed ditches to be restored with at least four rows of sod placed in the bottom.
25. Driveways shall be repaired in the same manner as the road, as outlined below.
26. Kill strips and center medians shall be restored to original condition or better.
27. Sidewalks shall be restored to original condition or better and match the Area Municipality's standards.

## Road Works – Asphalt

28. 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.
29. Cold patching to be placed immediately as a temporary surface. Permanent pavement repairs using hot-mix asphalt shall be made within 14 days. On some Town roads having heavy traffic volumes, it will be necessary to repair immediately with hot-mix asphalt. Between November 15th and May 15th all cuts must be filled immediately with hot mix. Under no circumstances shall a cut be left with a granular surface.
30. 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.
31. The application of a bonding agent (SS1 emulsion) shall be applied to all cold asphalt joints and exposed concrete faces as per OPSS 1103.
32. Limit of pavement construction joint to be sealed with Joint Tape, "Densoband" or approved equivalent.
33. 100 mm (4") HL8HS (PG58-22) placed in two 50mm lifts as per O.P.S.S. 310.
34. 50 mm (2") HL3HS (PG-64-28) placed as per O.P.S.S. 310.

## Road Works – Concrete Base/Misc. Concrete

35. Existing concrete base must be saw cut a minimum of 300 mm wider, each side of excavated trench
36. 600 mm, No. 20 (20 mm) re-bars must be doweled 300 mm into midpoint of existing cut concrete at 450 mm intervals, on each side of the concrete cut.
37. 35 MPa high early strength concrete to be placed to match existing, as per O.P.S.S. No. 1350.
38. Concrete restoration shall not be open to traffic until concrete has reached 75 per cent of the 28 day strength.
39. Unless otherwise noted, all concrete work shall comply with current CSA and OPSS standards and specifications.

**All conditions are subject to revision as necessary. Repairs shall be equal or superior to the original condition.**

For more information, contact:

**Service Caledon**  
905-584-2272 ext. 7750  
[info@caledon.ca](mailto:info@caledon.ca)

Personal information contained on this form is collected under the authority of the *Municipal Act S.O. 2001, c.25*, and will be used for the purpose of processing the application. Questions about this collection should be directed to the Municipal Freedom of Information Coordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.