



GRAND VALLEY

The Corporation of the Town of Grand Valley

5 Main Street North Grand Valley, ON L9W 5S6

Tel: (519) 928-5652 Fax: (519) 928-2275

Road Occupancy/Work Permit

Note: This Permit is for work on and abutting the Municipal ROW. **Permit must be activated on first day of construction by calling (519) 928-5652.** Max. Occupancy Length is 2 weeks.

Authorized by: _____

Processed Date: _____

Project Start Date: _____

Project Completed Date: _____

Extension Date: _____

Final Inspection by: _____

Permit Holder Information

Property Owner: _____

Address: _____

Contact #: _____

Contractor: _____

Contact Name: _____

Contact #: _____

Location/Address/Description Of Work-(Attach Sketch As Required) Must be completed.

Work Details Purpose of Work (Attach Work/Construction Plan and Traffic Control Plan per OTM):

Road Occupancy Only

Pavement Cut: Yes No

Cut Dimensions:

Boulevard Cut: Yes No

Cut Dimensions:

Sidewalk Impact: Yes No

Cut Dimensions:

Directional Boring: Yes No

Details:

Note: If this permit is to occupy any Town sidewalks, please indicate here and include details for Pedestrian Protection:

Conditions of Roadway Works

Construction Hours: 7:00am – 4:00pm

Note: minimum single lane per direction must be maintained during working hours

Comments: Permit with Traffic Control Plan to OTM must be on site at all times and be presented upon request. See attached terms and conditions.

I attest that the information contained in this permit is true to the best of my knowledge and that I have read and accepted the Road Occupancy/Work Permit Conditions which form part of this Permit.

Permit Holder's Signature

Date

Name and Business Name if applicable (please print)

Grand Valley Road Occupancy/Work Permit Terms and Conditions

The Permit Holder requires the Town's consent to construct its equipment within the Municipal ROW and the Town is willing to grant the Permit Holder a non-exclusive right to access and use the Municipal ROW, provided that such use will not unduly interfere with the public use and enjoyment of the Municipal ROW, nor any rights or privileges previously conferred by the Town on third Parties to use the Municipal ROW. The requirements of this permit shall be performed to the satisfaction of the Public Works Superintendent, or designate (Superintendent); otherwise, the site may be closed until those requirements are met. The Superintendent reserves the right to cancel or suspend this permit wherever and whenever it is deemed necessary.

It is further acknowledged that, except for the negligence or wrongful act(s) of the Town, its agents or employees, or for those for whom the Town is, at law, responsible, the Permit Holder shall at all times indemnify and save harmless the Town from and against all claims, including costs related thereto, for all damages or injuries, including death to any person or persons and for damage to any property, arising out of the Permit Holder's work in the Municipal ROW. Further, except for the negligence or wrongful act of the Permit Holder, its agents or employees, or for those for whom the Permit Holder is, at law, responsible, the Town shall at all times indemnify and save harmless the Permit Holder from and against all claims, including costs related thereto, for all damages or injuries, including death to any person or persons and for damage to any property, arising out of acts or omissions caused by the Town within in the Municipal ROW. The Permit Holder is also required to maintain, at its sole cost, insurance to protect the Permit Holder, and the Town, solely to the extent of the Town's rights as an additional insured, from claims for bodily injury (including death) and property damage which may arise from the Permit Holder's operations under this Permit. Upon activation, the duration of this permit, unless otherwise approved by the Superintendent, is for a maximum of 14 calendar days.

The permit may be extended at the sole discretion of the Superintendent for a further 14-day period.

The Permit Holder further agrees that all temporary reinstatement of works within the limits of the road allowance will be guaranteed and maintained safe until final restoration is performed or a maximum of eight months from the date of substantial completion.

This permit is not valid until all copies are signed, approved and issued. A copy of this permit must be on site at all times. Permits are valid for the date, time, locations and type of work listed only.

The Permit Holder will ensure all personnel working under this permit do so in accordance with Ministry of Labour's Occupational Health and Safety Act for Construction Projects. Trench safety must be in accordance with current Ministry of Labour Standards (M.O.L. trench numbers must be available).

Town of Grand Valley General Conditions and Standard Specifications, Standard Drawings and the Ontario Provincial Standard Drawings/Specifications Manuals form an integral part of this permit.

Prior to any excavation, an underground locate must be obtained through Ontario One Call from all utilities and a copy of the stakeout report(s) must be on site at all times. The Permit Holder shall ensure that all service connections, including water and sewer, are inspected and accepted prior to performing the backfilling operation. All services will be protected and supported to the satisfaction of the utility concerned.

Roads **shall not be closed** unless expressly stated and approved. For Emergency Road Closures call (519) 928-5652, as soon as possible. Traffic control will be performed in accordance with the Plan established under Book 7 of the Ontario Traffic Manual – Temporary Conditions.

Traffic and regulatory signs will not be removed, dismantled, or in any way altered.

Crash attenuation devices will not be removed, dismantled, or in any way altered so as to affect the normal operation of the equipment. Where a crash attenuation device conflicts with the conditions of this permit, the Permit Holder must contact this office for review.

Mud tracking is **prohibited**. The road surface and sidewalks/walkways are to be kept clear of obstructions and debris. Streets and sidewalks/walkways must be cleaned on a regular basis.

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

- a) At least 24 hours prior, verbal notification will be given to the Permit Holder of any required remedial work. When this time elapses, the Town will undertake the repairs. All costs associated with this action plus an administration fee will be charged to the Permit Holder.
- b) When it is deemed a PUBLIC SAFETY or an EMERGENCY situation, the Town will perform immediate repairs. All costs associated with this action plus an administration fee will be charged to the Permit Holder.

Boulevards and Sidewalks

- Parking Service Vehicles on Boulevards Is Strictly Prohibited
- Boulevard restoration will consist of backfilling with clean, non-frozen native materials, properly compacted so as to prevent settlement. New sod (no.1 Nursery stock) will be placed over a minimum of 100mm clean topsoil, countersunk and rolled to match the surrounding area.
- The Permit Holder is responsible for watering and ensuring the sod grows prior to final acceptance.
- Trees on the right of way are not to be affected. When the work interferes with or causes damage to a tree, restoration details will be referred to the Public Works Dept. for review. Boulevards, parkland and buffer strips must not be accessed for 24hrs after a major rainfall.
- Catch basins and Manholes must be kept in a safe and operational condition. Only potable water may be discharged directly into a catch basin. Where water may freeze, the Permit Holder must ensure there is no accumulation of ice on the sidewalk or road.
- Small excavations or pits in the boulevard will be covered with a minimum of 20mm plywood, secured and surrounded by a minimum of 1200mm high snow / construction fencing to prevent access. The excavated material may be stockpiled on the boulevard provided there is sufficient room and the material does not encroach on either the traveled portion of the road, a sidewalk, or a driveway.
- **Sidewalks Must Not Be Removed Without Written Approval obtained during the application process**
- When sidewalk removal or damage cannot be avoided, the following conditions will apply:
 - All forms of pedestrian traffic must be considered and maintained.
 - During summer months, the area is made safe by placing 20mm plywood over the hole and surrounding the site with construction fence.
 - During winter months for approved emergency work, the area is made safe with steel plates, secured and adequately marked.
 - Backfill may consist of unfrozen native material, 20mm crusher run limestone, properly compacted, and or high-performance bedding.
 - Any undermining of the sidewalk must be properly backfilled and compacted. The Town may require undermined bays of sidewalk to be removed and replaced at its sole discretion.
 - Temporary restoration of sidewalks will include a minimum of 75mm of either cold mix or hot mix asphalt material. All concrete sidewalk and curb restoration shall be undertaken in accordance with our current standards (all Town costs incurred will be charged to the Permit Holder or the utility) should the area not be restored to the Town's satisfaction in a reasonable amount of time.
 - All restoration shall be completed within two weeks from commencement of the works.

Road Works

- Open Cutting of The Road Is Not Permitted Unless Prior Approval Is Obtained
- First priority will be given to "trenchless" technology. Temporary restoration of an approved road cut will include properly compacted granular material and a minimum of 75mm of either cold mix asphalt or 75mm of HL8 asphalt.
- Open road cuts, removal of sidewalk and other hard surfaces will not be permitted between November 30 and April 30 of any given year.
- All final asphalt restoration shall be in accordance with our current standards (all Town costs incurred will be charged to the Permit Holder or utility) should the area not be restored to the Town's satisfaction in a reasonable amount of time.
- All restoration shall be completed within two weeks from commencement of the works.
- Unless otherwise stated, the backfill material will be 20mm crusher run limestone compacted to 100% of standard proctor density at optimum moisture content. The Town reserves the right to request compaction tests, at the Permit Holder's expense, on any back fill. Alternative backfills may be approved, on a site-specific basis.

Oversized/Overweight Loads

This permit exempts solely and specifically the vehicle detailed on the permit from weight restrictions imposed by the Town, in accordance with the Traffic Bylaw as revised, pursuant to the Highway Traffic Act. The permit is only valid for the time period shown and solely for the use on roads under the jurisdiction of the Town and must be in the possession of the driver at all times.

The issuance of this permit does not relieve the Permit Holder from the responsibility for the damages caused to the roads and utilities by the moving of such oversize loads.

The Permit Holder is responsible for advising the Fire Department, Police Department, and Ambulance and for arranging police escorts and traffic control as required.

The Permit Holder is responsible for obtaining clearance from all overhead utilities.

Additional Notes

The Town, depending on the nature of the proposed work, reserves the right to charge the Permit Holder an administration fee and retain a refundable deposit to secure the quality of the works. The deposit will be returned after the work has been completed, inspected by the Town and all outstanding issues addressed to the satisfaction of the Town. Administration fees will not be refunded.

The Town reserves the right to limit, deny and or withhold permits until such time as the Permit Holder has provided all required information to the satisfaction of Public Works. The Town may also deny permits based on past experience with specific Permit Holders, etc.

The Town reserves the right to recover any cost it may incur to rectify damages to the right-of-way and other Municipal Property. The Permit Holder agrees to reimburse the Town for any expense it may incur under these circumstances.

This Permit must be on site at all times during the proposed work. The Town reserves the right to revoke this permit at its sole discretion without prior notice.

The Permit Holder/Utility agrees that it shall not hold the Town responsible for any damage, other than what is determined to be negligence on the part of the Municipality, to its plant on or below ground that may be a result of regular maintenance, including winter maintenance, and or any other reasonable maintenance that the Municipality is responsible to perform on and abutting the Municipal ROW and where the Permit Holder/Utility has placed infrastructure that has not been approved by the Municipality and not in accordance with Municipal Standards.

The Permit Holder/Utility shall be solely responsible for any costs and expenses associated with the relocation of any equipment by the Permit Holder/Utility where initiated by the Permit Holder/Utility's sole request. Other than for the negligence of the Town, where the location of any portion of the Permit Holder's Equipment in the Municipal ROW is located outside the approved location outlined in the Permit, municipal standards, or as shown on "as-built" drawings as accepted by the Town, then the Town shall be responsible for the Relocation Costs for such Equipment. However, for any relocation required by the Town, the Town shall allow the Permit Holder to relocate the Equipment in a timely manner to meet the Town's deadlines. The Town shall also reimburse the Permit Holder for its Relocation costs, in accordance with the current terms of the Ontario Public Service Works on Highways Act, RSO 1990 ("PSWHA"), or the prevailing CRTC decisions governing such relocation reimbursement.

Materials and Equipment **shall not be stored on the Road and or ROW "over-night"**. All equipment and materials shall be removed and relocated off the Road and or ROW at the end of each workday. Failure to do so will result in this permit being revoked and the Permit Holder being ordered to stop work.

When required by the Town, a valid traffic protection (and where applicable) pedestrian protection plan shall remain on site and be in affect at all times during the construction