



# ROAD OCCUPANCY PERMIT

Town of Collingwood  
545 Tenth Line North  
Collingwood, Ontario,  
L9Y3Z5  
P: 7054451351  
F: 7054451286

## PERMIT NO.

Occupancy     Entrance     Boulevard Garden

Date (DD/MM/YYYY)

/ /

### APPLICANT INFORMATION

Contractor Name

Contractor Phone

Street Address

Contractor Fax

Email

City

Province

Postal Code

#### After Hours Contact #1

#### After Hours Contact #2

Name:

Phone:

Name:

Phone:

### PROPERTY OWNER INFORMATION

Same as Above

Land/Home Owner Name

Owner Phone

Street Address

Owner Fax

Email

City

Province

Postal Code

### ACTIVITY TIME / LOCATION

Municipal Address

Date of Commencement

Date of Completion

Municipal Consent Number

### COMMENTS / DESCRIPTION

### ACTIVITY TYPE

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Boulevard Cut       | <input type="checkbox"/> Utility Installation | <input type="checkbox"/> Road /Pavement Cut    | <input type="checkbox"/> Site Servicing |
| <input type="checkbox"/> Entrance-Permanent  | <input type="checkbox"/> Culvert Installation | <input type="checkbox"/> Sidewalk Cut          | <input type="checkbox"/> Bins           |
| <input type="checkbox"/> Entrance Temporary  | <input type="checkbox"/> Fiber Optics         | <input type="checkbox"/> Construction          | <input type="checkbox"/> Filming        |
| <input type="checkbox"/> Geotechnical/Survey | <input type="checkbox"/> Boulevard Alteration | <input type="checkbox"/> Other (Explain) _____ |   |

Access Width \_\_\_\_\_

Culvert-Length \_\_\_\_\_

Curb Cut Length \_\_\_\_\_

Road Cut Length \_\_\_\_\_

The applicant shall defend, indemnify, and save harmless The Town of Collingwood, its elected officials, officers, employees, and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death, or to damage to or destruction of tangible property including loss of revenue or incurred expenses resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud, or willful misconduct of the Applicant, its directors, officers, employees, agents, contractors, and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of the work being completed under the permit terms. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Applicant in accordance with this By-Law, and shall survive this By-Law. The applicant also agrees to defend, indemnify and save harmless the Corporation of The Town of Collingwood from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Applicants' status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Applicant in accordance with this By-Law and shall survive this By-Law. **The signature below acknowledges the above statement, and further agrees to all terms and conditions as set out in By-Law No. 2018-031 and contained in this permit.**

Applicant's Signature

Dated

/ /

### TOWN COMMENTS/CONDITIONS

Dated

/ /

Approved By:

Application Fee

Certificate of Insurance

### When Is Road Occupancy Permit Required?

- Construction on right-of-way (ROW), using a ROW for storage, or obstructing a roadway.
- Constructing a new entrance
- Widening an existing entrance
- Paving/Installing a finished surface of an existing entrance
- Any alterations to Municipal Infrastructure within the Right of Way.
- Alterations to boulevards, including, but not limited to boulevard gardens, driveway aprons, and municipally owned trees.
- Installation of culverts and headwalls.
- Ditch Infilling
- Installation of utilities within the road allowance

### CONDITIONS

I/We hereby make application to The Corporation of the Town of Collingwood to occupy the right of way for the purpose described and agreed to abide by the terms set out in By –Law No. 2018-031 and the conditions established on the permit. I/We agree to assume all liability and/or cost incurred by the Town of Collingwood as a result of the road occupancy.

#### General Conditions:

1. Any person or persons intending to perform work on Town of Collingwood property must first apply to the Public Works Department for a road occupancy permit. Approval of the permit must be obtained prior to the commencement of work.
2. The permit must be in the name of the person or persons performing the intended work, and not the name of the agent acting for them.
3. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein.
4. The applicant shall have the permit available at all times during work is in progress.
5. The permit shall become null and void if the applicant should fail to meet the requirements of the permit, in which case the Director of Public Works or his designate shall take action which is deemed necessary to reinstate the site for public protection at the expense of the applicant.
6. The applicant shall maintain access to all public and private properties for the duration of the work.
7. The applicant must ensure that access for emergency vehicles be maintained at all times.
8. Trees within the right of way shall be protected from damage at all times. When work interferes or causes damage to a tree Public Works shall be notified.
9. The applicant must ensure that they maintain clear sightlines at all driveways and intersections.
10. The applicant shall issue written notices to any residents directly impacted by the works being undertaken within 24 hours of the work.
11. The applicant must ensure that any alterations to the permit are approved by Public Works or Department prior to the changes taking place.
12. The applicant must ensure that any storage bins being placed on any Town property are properly secured, have reflective attachments, warning signs and/or lighted delineators to ensure visibility at night.
13. The permit holder must ensure that any permanent repairs will be guaranteed and maintained in a safe condition for 24 months from the date of substantial completion and acceptance from the Town of Collingwood.
14. Highway reinstatements shall be done with:
  - a. Same type surface material and same thickness as adjacent construction
  - b. Non compressible backfill on all arterial and collector roads
  - c. Non compressible backfill between November 15 and May 1 of the following year on all other roads.
15. All reinstatements shall be in conformity with Schedule 'A' of By Law No. 2018-031
16. All utilities shall be protected and supported to the satisfaction of the utility concerned.
17. The road surface and sidewalks shall be kept clear of any obstructions or debris to avoid hazard or inconvenience to the public.
18. Mud tracking or dust nuisance will not be tolerated. Any accumulation must be cleaned from the road and/or shoulders immediately. Cleaning instructions may be given by Town personnel. If at any time Town staff find that the mud tracking or dust nuisance is excessive, the work shall be stopped
19. 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.
20. Traffic signing will be in accordance with Book 7 of the Ontario Traffic Manual. Access for emergency vehicles must be maintained at all times. Road closure(s) is not permitted without prior written approval. Applicant must advise all essential services in the event of an emergency road occupancy