



Town of Erin

ROAD OCCUPANCY PERMIT

Permit Number <small>PERMIT IS VALID WHEN NUMBER ASSIGNED</small>

DO NOT COMPLETE SHADED AREAS

General Information

Company/Contractor Name:	Working For:
Address:	File No:
Business Phone:	Email:
Applicants Name (if differend from above):	
After Hours Contact:	Contact Phone:

Type of Work	Location	
<input type="checkbox"/> New	Road:	Boulevard: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Repair	At/Between:	
<input type="checkbox"/> Directional Bore Road Crossing	<input type="checkbox"/> Borehole	<input type="checkbox"/> Fibre <input type="checkbox"/> Road Access <input type="checkbox"/> Pavement Cut

DRAWINGS OF THE PROPOSED WORK ARE TO BE SUBMITTED AS AN ATTACHMENT

Approvals will not be provided without drawings

Indicate North Arrow 			

Special Provisions: to be completed by Town of Erin staff

From General Conditions: <input type="checkbox"/> 1-9 <input type="checkbox"/> 10-20 <input type="checkbox"/> 21-24 <input type="checkbox"/> 25-30 <input type="checkbox"/> 31-37 <input type="checkbox"/> 38-43
Additional Conditions:

The Applicant agrees and accepts full responsibility for the protection of all utilities, private property and persons affected by his/her operations and further agrees to provide proof of liability insurance as per Town standards naming the Town of Erin as additional Insured; and further indemnify and save harmless the Town of Erin and all assets and personnel it is in law responsible for.

**Failure to comply with all conditions will render this permit void.
This permit does not constitute Municipal Consent Approval**

Duration	From:	Duration	From:
Requirement	To:	Approved	To:
Applicant Signature	Date	Town Approval	Date

Application Fee: \$ 100.00 Paid - Date: _____ TOE Signature: _____ Security Deposit: Paid Amount \$ _____

General Conditions

1. Prior to commencing work, stakeouts must be obtained from utilites in the Town of Erin.
2. The Area Foreman must be notified 48 hours before work is to commence
3. When working, a copy of this permit and utility locates must be on site at all times.
4. This permit is not valid until the signed copy is received by the Town of Erin.
5. Construction plans must be submitted with this permit, when required.
6. A copy of the permit or written notificaiton of completion of work must be provided to the Town of Erin for final approval.
7. Positive drainage whall be maintained during the course of work.
8. No work is to be done during rush hour period (7:00 am to 9:00 am, or 3:30 pm to 6:00 pm).
9. Lane(s) of traffic must be maintained during working hours as per OTM Book 7, and traffic plan must be faxed to Area Foreman prior to commencement of work. All lanes of traffic must be maintained when not working.

General Conditions - Continued

10. All utilities shall be protected and supported, to the satisfaction of the utility concerned.
11. All road surfaces and sidewalks shall be kept clear of obstructions and/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 personnel. **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 without Town of Erin approval.
14. All changes and/or deviations from the submitted approved plans and/or locations shall be subject to re-approval from the Town of Erin.
15. Subject to Town of Erin approval, **the use of steel plating shall not generally be permitted.**
16. The road shall not be closed without the consent in writing of the Town of Erin Road Superintendent.
17. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary closing of an access to homes and businesses.
18. 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 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 by the Town of Erin.
19. All disturbed or affected areas to be maintained and guaranteed for two years after completion and acceptance of the work by the Town of Erin, at the applicant's expense.
20. The applicant accepts the Town of Erin's right to perform any necessary remedial work caused by the applicant's operation, subject to the following conditions:
 - a. The Town of Erin will give the applicant not less than twenty-four (24) hours notice of any remedial work required, except for emergency work.
 - b. If at the expiration of the time allowed, the applicant or his/her contractor has not commenced remedial work to the Town's satisfaction, the Town of Erin may undertake to have this work done by whatever means it deems necessary.
 - c. The applicant to reimburse the Town of Erin for all costs incurred under 20a) and/or to supply the Town with a Security Deposit, for a specified amount, if requested.

Trenches and Pits

21. Trenches shall be fully compacted by mechanical means, (roadway - 100% SPMDD, roadside - 95% SPMDD) and all surfaces restored to original condition. Positive drainage shall be maintained during the course of the operation.
22. Mechanical and/or vibratory compaction equipment shall be on site prior to commencing work
23. 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 means.
24. Granular base Course Class "A" to 150mm (6") below the asphalt base in two layers and compacted to 100% SPMDD.

Boulevard Works

25. Shoulders to be repaired as per conditions number 30 and 31, cleaned of mud and clay, etc. and restored to original cross-section and appearance.
26. In grassed areas adjacent to homes and businesses, sodding is required as per OPSS 571. All other areas shall be seeded and straw mulched as per OPSS 572. Topsoil shall be placed to a minimum of 100mm depth prior to seeding or sodding as per Town of Erin requirements.
27. All disturbed ditches to be restored with at least four rows of sod placed in the bottom, as per OPSD 218.01.
28. Driveways shall be repaired in the same manner as the road as outlined below.
29. Asphalt strips and centre medians shall be restored to original condition or better.
30. Sidewalks shall be restored to match the Town of Erin's standards.

Road Works - Asphalt

31. 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.
32. 75mm of Cold patching to be placed immediately as a temporary surface. Permanent pavement repairs using hot-mix asphalt shall be made within 14 days. All Town roads having heavy traffic times must be repaired immediately with hot-mix asphalt. Between November 15th and May 15th all cuts must be filled immediately with hot-mix (min 75mm). Under no circumstances shall a cut be left with a granular surface.
33. Prior to permanent pavement repairs, a 300mm wide strip of asphalt each side of the excavation shall be removed by full depth saw cutting.
34. The application of a bonding agent (SS1 emulsion) shall be applied to all cold asphalt joints and exposed concrete faces as per OPSS 1103.
35. Limit of pavement construction joint to be sealed with "Tbond HMA Joint Tape", "Densoband" or approved equivalent.
36. 100mm HL8 (PG-58-28) placed in two 50mm lifts as per OPSS 310.
37. 50mm HL 3 (PGAC-58-28) placed as per OPSS 310.

Road Works - Concrete Base/Misc. Concrete

38. Existing concrete base must be saw cut a minimum of 300mm wider, each side of excavated trench.
39. Concrete Pavement Reinstatement OPSD 509.11.
40. 35 MPa high early strength concrete to be placed to match existing, as per OPSS 1350.
41. Concrete restoration shall not be open to traffic until concrete has reached 75 percent of the 28 day strength.
42. Unless otherwise noted, all concrete work shall comply with current CSA and OPSS standards and specifications.
43. Where the Town of Erin issues a permit on a Town road that has been reconstructed and/or surfaced within the past 5 years, the Town reserves the right to specify the extent of restoration required.

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

Town of Erin, Roads and Water Department, 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0

Phone: 519-855-4407 Fax: 519-855-4281