

# ROAD OCCUPANCY PERMIT



THE CORPORATION OF THE COUNTY OF SIMCOE  
 TRANSPORTATION AND ENGINEERING DEPARTMENT  
 1110 HIGHWAY 26, COUNTY ADMINISTRATION CENTRE  
 MIDHURST, ONTARIO L9X 1N6  
 PH: 705-726-9300 FAX: 705-727-7984

<b>Permit No:</b>
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<b>Date of Application:</b>	
<b>Company / Contractor Name:</b>	
<b>Address:</b>	
<b>Business Telephone Number:</b>	<b>Business Fax Number:</b>
<b>Applicant's Name (If Different From Above):</b>	
<b>After Hours / Emergency Contact Person:</b>	<b>After Hours / Emergency Telephone Number:</b>

<b>Type of Work:</b>	
<b>Start Date:</b>	<b>Completion Date:</b>
<b>Location:</b>	
<b>At / Between:</b>	

**Drawing - Indicate North Arrow and Include Separate Drawing if Needed:**

<b>Applicants Signature:</b> _____	<b>Date:</b> _____
<input type="checkbox"/> <b>\$100.00 Minor Application Fee Paid</b>	<b>Amount \$</b> _____
<input type="checkbox"/> <b>\$500.00 Major Application Fee Paid</b>	<b>Amount \$</b> _____
<b>County Of Simcoe Approval:</b> _____	<b>Date:</b> _____

Personal information contained on this form is collected pursuant to section 11 of the *Municipal Act, 2001*, c. 25 and will be used for the purpose of responding to your application. Questions about the collection of personal information should be directed to the County's Freedom of Information and Privacy Co-ordinator: Mr. John Daly, County Clerk, County of Simcoe Administration Centre, 1110 Highway 26, Midhurst, ON L9X 1N6, facsimile 705-726-3991.

## Road Occupancy Permit -2

### Terms and Conditions

1. It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and that the work must not begin before a permit has been issued by the County of Simcoe. The issuance of a permit by the County does not relieve the holder of the responsibility of complying with relevant municipal by-laws. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Corporation of the County of Simcoe, represented by the County Transportation and Engineering Department staff, from and against all loss, cost, changes, damages, whatsoever to which may be put or which the County of Simcoe may suffer or sustain or for which the County of Simcoe may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
2. Application fees are payable by cash, cheque or money order payable to: **The Corporation of the County of Simcoe** and must be included with this application.
3. A certificate of insurance must be provided, at time of application, with the County of Simcoe named as co-insured and held harmless in the event of accidents. The minimum Comprehensive General Insurance requirement is \$5 million.
4. Traffic control and signage will be performed in accordance with Book 7 of the Ontario Traffic Manual – Temporary Conditions. A copy of the traffic plan must be submitted with this application.
5. All staff shall wear safety equipment **AT ALL TIMES** including hard hats, reflective vests, and safety boots while on the County road allowance.
6. The County does not permit full closure of any County Road without approval from the County of Simcoe Transportation Construction Manager.
7. The ditches, shoulders, and travelled surface, must be restored to its original condition.
8. All damage disruption or removal of existing works such as curb, sidewalk, etc. related to the work activity shall be reinstated by the applicant to current County Standards. All road repairs will be financial responsibility of the Applicant.
9. No asphalt surfaces shall be cut. Crossings being bored must be augured. The use of a pneumatic torpedo is not permitted.
10. Disturbed areas shall be graded to direct drainage away from County Road.
11. Please be advised the applicant is responsible for obtaining any approvals which may be necessary for the above noted works which may include: the Utilities, Local Municipalities, Ministry of Natural Resources, Local Conservation Authorities, etc. The County will require the submission of any permits required as a result of the above noted works.
12. The tracking of mud or creating dust nuisance is not permitted. Any accumulation must be cleaned from the road and /or shoulders immediately. If at any point County supervisory staff find that mud tracking or dust nuisance is excessive, the work shall be stopped.
13. Permits are only valid for the date, time, location and type of work listed on the agreement.
14. A copy of the approved permit must be available on the job site at the time of construction.
15. All changes and/or deviations from the approved permit must be approved by the Transportation and Engineering department prior to such work taking place.

## Road Occupancy Permit -3

**Notes:**

- Major ROP Application – For applications covered under a Municipal Access Agreement (MAA) or a Municipal Consent Agreement (MC) or require occupation of the right-of-way for greater than 5 days.
- Minor ROP Application – For all other work not covered under a Major ROP or require occupation of the right-of-way for less than 5 days
- Application fees are payable by cash, credit card, cheque or money order payable to: **The Corporation of the County of Simcoe.**
- Completed applications are to be returned to the address noted above.
- Applications submitted by member municipalities for municipally owned properties are except from these fees.
- A Development Agreement may be required. The Agreement is to be prepared and registered on title at the applicant's expense.

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**THIS SECTION FOR TRANSPORTATION & ENGINEERING DEPARTMENT USE ONLY**

Reviewed By: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Comments: \_\_\_\_\_  
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Approval Recommended                       Approval Not Recommended

Signature: \_\_\_\_\_