



MEMORANDUM

Date: April 30, 2019
To: Homeowners and Contractors
From: Jody Haourt, Road Supervisor
Re: Road Occupancy Permits

This memo is to advise you that the Town has imposed a charge for the above permit. As of May 1, 2019, the fee will be \$75 per application. All fees must be paid prior to receiving approval.

The attached package contains the permit, list of requirements, and an excerpt section of By-law 2019-30 pertaining to the fees. Please review the new form and the new requirements carefully as there has been major changes.

If you have any questions, please do not hesitate to contact the Jody Haourt at 705-549-7992 or by email at jhouart@penetanguishene.ca.

Thank you for your assistance.



TOWN of PENETANGUISHENE
Public Works Department
Tel: (705) 549-7992

Fax: (705) 549-4263

Email: cgnac@penetanguishene.ca

Road Occupancy Permit

Do not complete shaded areas

PERMIT No _____

Fee Paid: _____

Company / Contractor Name	
Address	Email
Business Telephone Number	Fax Number
Applicant's Name (if different from above or working for)	
After Hours Emergency Contact	Telephone Number

LOCATION of WORKS

STREET NAME/No.: _____ Lot: _____ Plan: _____

At/ between _____

Application is hereby made to construct: (check one or more of the following to indicate the proposed work)

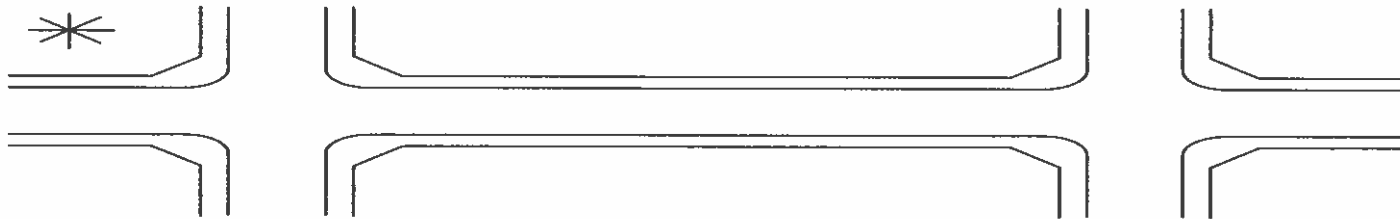
GAS HYDRO BELL CABLE TV WATER WORKS SEWER WORKS OTHER _____

DATE OCCUPANCY REQUESTED

FROM: _____ TO: _____
Enter date Enter Date

DRAWING : Access Width _____ Culvert Length _____ Diameter _____ Curb Cut - Length _____ Paved Gravel

Indicate North Arrow



General Conditions: 1-9 10-20 21-27 28-44 45-50

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 Penetanguishene and relevant area municipality as additional insured, and further indemnify and save harmless the Town of Penetanguishene 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 side plan, P.I.C.C. and/or connection approvals

SIGNATURE (APPLICANT) _____

DATE _____

Applicant must review all applicable conditions, especially bolded/underlined items, prior to signature

OFFICE USE:

PERMIT ISSUED BY: _____ DATE: _____

COMMENTS: _____

FINAL INSPECTION OF RESTORATION DATE: _____

General Conditions

1. Applicant is responsible to **pay \$75** per application prior to approval.
2. Prior to commencing work, stakeouts must be obtained from all utilities within the Town of Penetanguishene. Pages with list of inspections.
3. The applicant assumes **all responsibility of existing site conditions** within the location of proposed works. Any pre-existing conditions may be field verified/noted by the Town's Permits Inspector by email jhout@penetanguishene.ca at least 24 hrs prior to commencement of works.
4. **When concrete or asphalt restoration is required, the Town's permit inspector must be notified 48 hours prior to commencement of work.**
5. This permit is not valid until the signed copy is received by the Town of Penetanguishene and a copy of this permit and utility locates must be on site at all times.
6. Construction plans/drawings must be submitted at all times with application.
7. **A copy of the permit or written notification of completion of work must be provided to the Town of Penetanguishene for final approval (Occupancy Permit only)**
8. Positive drainage shall be maintained during the course of the work
9. **No work is to be done during the period (7:00 p.m. and 7:00 a.m.) affecting travelled portion of the roadway as determined by the Town**
10. Lane(s) of traffic must be maintained during working hours as per O.T.M. Book 7. All Lanes of traffic must be maintained when not working.

General Conditions Cont'd

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 Town field supervisory personnel. If at any point Town Road Supervisory staff find that mud tracking or dust nuisance is excessive, the work shall be stopped until cleanup of the area meets the Road Supervisor's approval.**
13. The Applicant shall not cut, trim or interfere with any trees in the right-of-way without Town of Penetanguishene 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 Penetanguishene.
15. **Subject to Town of Penetanguishene approval, the use of steel plating shall not be permitted. Technical Analyst to provide conditions of plates if applicable.**
16. The road shall not be closed without the consent in writing of Director of Public Works (applicable by-law as amended).
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 (including but not limited to Pedestrians, Cyclists, Motorists etc.) 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.)
19. All disturbed or affected areas to be maintained and guaranteed for **two (2) years** after completion and acceptance of the work by the Town of Penetanguishene, at the applicant's expense.
20. The applicant accepts the Town's right to perform any necessary remedial work caused by the applicant's operation, subject to the following conditions:
 - a) The Town of Penetanguishene 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 Penetanguishene may undertake to have this work done by whatever means it deems necessary.
 - c) The applicant to reimburse the Town of Penetanguishene for all costs incurred under 20a) and/or 20b)

Access

21. (A) The access shall have a minimum total platform width of 6m (20'). (B) Existing Town infrastructure shall be protected from direct and indirect damage during construction. Proper siltation controls shall be established prior to commencement of construction.
22. All topsoil within the limits of the proposed access, from the edge of existing shoulder or curb to street line, shall be removed and disposed off site by the applicant.
23. Minimum compacted granular base within the right-of-way shall be 200mm (8") of either granular "A" or 19mm crusher run.
24. Fencing, gates, curb, headwalls, etc. shall not be constructed or installed on the right-of-way unless approved by the Town of Penetanguishene.
25. Culverts shall be new, double walled poly pipe, polyethylene or approved equivalent (diameter and length on front of permit).
26. Culverts shall be backfilled with a minimum compacted cover of 300 mm (12") of granular "A". The remainder of the access within the right-of-way shall have a minimum compacted thickness of 200 mm (8") granular "A" (or as specified by the Town of Penetanguishene).
27. (A) Driveway side slopes shall be top dressed with a minimum 150mm of (6") topsoil and sodded and graded to a maximum 3:1 ratio from the access driveway platform to the ends of the culvert invert. (B) Driveway aprons shall be paved using 300mm granular "A", 60mm HL-8 (PGAC 58-28) and 40mm of HL-3 (PGAC 58-28)

Trenches and Pits

28. 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.
29. Mechanical and/or vibratory compaction equipment shall be on site prior to commencing work.
30. Road subbase shall be minimum 450mm (18") granular "B" Type II, crusher run lime stone and 150mm (6") granular "A", in 150mm (6") layers, and each lift shall be compacted using mechanical tampers or vibrators. Water to be used, if needed, to obtain the required compaction. (OPSS 1010) i.e. 100% SPMDD. Unshrinkable backfill material may be used as a granular substitute, as per OPSS 1359 for native material up to the bottom of the road subbase materials.
31. Crushed concrete and recycled asphalt shall not be mixed in or utilized in granular base and sub-base

Boulevard Works

32. Shoulders to be repaired as per conditions number 30 and 31, mud and clay removed, etc., and restored to original cross-section and appearance.
33. In grassed areas adjacent to homes and businesses, sodding is required as per OPSS 803. All other areas shall be seeded and straw mulched as per OPSS 804. Topsoil shall be placed to a minimum of 150mm (6") depth prior to seeding and to a minimum 150mm (6") depth prior to sodding as per Town of Penetanguishene
34. All disturbed ditches to be restored using staked sod, using a minimum of four rows of sod placed from the bottom, as per OPSS 218.01.
35. Driveways shall be repaired as follows: Residential: 225mm granular "B", 130mm granular "A", 60mm HL-8 (PGAC 58-28) and 40mm of HL-3 (PGAC 58-28), Industrial/Commercial: 225mm granular "B", 130mm granular "A", 65mm HL-8 (HS) (PGAC 58-28) and 50mm of HL-3 (PGAC 58-28)
36. Asphalt strips and centre medians shall be paved using 300mm granular "A", 60mm HL-8 (PGAC 58-28) and 40mm of HL-3 (PGAC 58-28)
37. **Sidewalks shall be restored to match existing conditions.**

Road Works - Asphalt

38. 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 back- hoes, etc., shall not be used for this purpose. The adjoining pavement shall be protected from damage by equipment.
39. **Cold patching to be placed immediately as a temporary surface. Permanent pavement repairs using hot-mix asphalt shall be made immediately or no more than 24 hours (summer only). All Town roads having heavy traffic volumes must be repaired 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.**
40. 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.
41. The application of a bonding agent (SS1 emulsion) shall be applied to all cold asphalt joints and exposed concrete faces as per OPSS 1103.
42. Limit of pavement construction joint to be sealed with "TBond HMA Joint Tape", "Densoband" or approved equivalent.
43. Minimum 100mm (4") Heavy Duty Binder Course HDHC (PGAC 64-28) placed in two 50mm lifts as per OPSS 310/1150, or match existing if greater
44. (A) 50 mm (2") HLI (PGAC 64-28) placed as per OPSS 310. (B) Line painting shall be in conformance with Operations and Traffic Standards

Road Works - Concrete Base/ Misc. Concrete

45. Existing concrete base must be saw cut a minimum of 300 mm wider, each side of excavated trench.
46. Concrete Pavement Reinstatement OPSD 509.010 shall be followed, including epoxy coated dowels and keys.
47. 35 MPa high early strength concrete to be placed to match existing, as per OPSS 1350.
48. Concrete restoration shall not be open to traffic until concrete has reached 75 per cent of the 28 day strength.
49. Unless otherwise noted, all concrete work shall comply with applicable and current CSA and OPSS standards and specifications.
50. **Where the Town of Penetanguishene issues a permit on a Town road that has been reconstructed and/or resurfaced 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

**The Corporation of the
Town of Penetanguishene**



**By-law 2019-30
Town of Penetanguishene Composite Fee
Schedule**

**By-law to Establish a Schedule of Retention Periods for the Records of The
Corporation of the Town of Penetanguishene and to Repeal by-law 2018-16**

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