



The Corporation of the County of Elgin

450 Sunset Drive • St. Thomas, Ont. • N5R 5V1 • Phone (519) 631-1460 • Fax (519) 631-4297

ROAD OCCUPANCY PERMIT

SECTION 1 - GENERAL INFORMATION DATE OF APPLICATION _____

APPLICANT _____ CONTACT PERSON _____

APPLICANT'S MAILING ADDRESS _____

_____ POSTAL CODE _____

APPLICANT'S TELEPHONE _____ FAX _____

CONTRACTOR _____ CONTACT PERSON _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE _____

FAX _____

SECTION 2 - LOCATION AND DESCRIPTION OF WORK

CIVIC ADDRESS AND ROAD NAME _____

COUNTY ROAD NO. _____ LOT _____ CONCESSION _____ MUNICIPALITY _____

DOES THIS PERTAIN TO A SEVERANCE _____ **SEVERANCE APPLICATION NO.** _____

DESCRIPTION OF WORK _____

SIDE OF ROAD (CIRCLE ONE) NORTH / SOUTH / EAST / WEST DISTANCE FROM ROAD CENTRELINE _____

PROPOSED START DATE _____ ESTIMATED COMPLETION DATE _____

***NOTE:** A PLAN/SKETCH SHOWING THE LOCATION OF THE ABOVE DESCRIBED WORK AND/OR SERVICE **MUST ACCOMPANY THIS APPLICATION.** ALL RELEVANT MEASUREMENTS AND DEPTH OF WORK WILL BE SHOWN.

IF THIS PERMIT IS FOR THE PURPOSE OF CONSTRUCTING OR ALTERING AN ENTRANCE PLEASE DEFINE THE AREA SO THAT THE EXACT LOCATION MAY BE INSPECTED. (i.e. stakes at property line, paint on fence, etc.)

PERMIT FEE: \$200.00 (IF ACTION IS REQUESTED WITH GREATER THAN 5 BUSINESS DAYS' NOTICE)

\$400.00 (IF ACTION IS REQUESTED WITH LESS THAN 5 BUSINESS DAYS' NOTICE)

Please Note: PERMIT FEE IS WAIVED FOR: Lower Tier Municipalities, Utility Companies Exempt per Legislation and for the Purpose of Municipal Drains.

ENTRANCE BOND: \$400.00 (REFUNDABLE)

WORK UNDER ROADWAY BOND: \$1,000.00 (REFUNDABLE)

I have read, understand and agree to the conditions set forth on this application and assume all cost incurred by the County of Elgin, liability for all damages which may be incurred and to indemnify and hold harmless the County of Elgin from any actions, claims, suits or demands made against the County by any person arising out of the issuance of this permit. **(REFER TO CONDITIONS ON REVERSE)**

Signature of Applicant

Date Signed

SECTION 3 - SPECIAL CONDITIONS AND APPROVAL [OFFICE USE ONLY]

FEE PAID **\$ 200.00 - OR - \$400.00** ENTRANCE BOND **\$ 400.00** WORK UNDER ROADWAY BOND **\$ 1,000.00**

PROOF OF LIABILITY INSURANCE: YES ___ NO ___ AMOUNT OF COVERAGE: \$ _____

REQUIREMENTS FOR THE ENTRANCE (refer to CONDITIONS FOR ENTRANCEWAYS on reverse for other requirements):

LENGTH OF PIPE _____ m DIAMETER OF PIPE _____ m

TOP WIDTH _____ m SURFACE TYPE _____

SPECIAL CONDITIONS _____

Signature of Approval _____ Date Approved _____

FINAL INSPECTION NOTES: _____

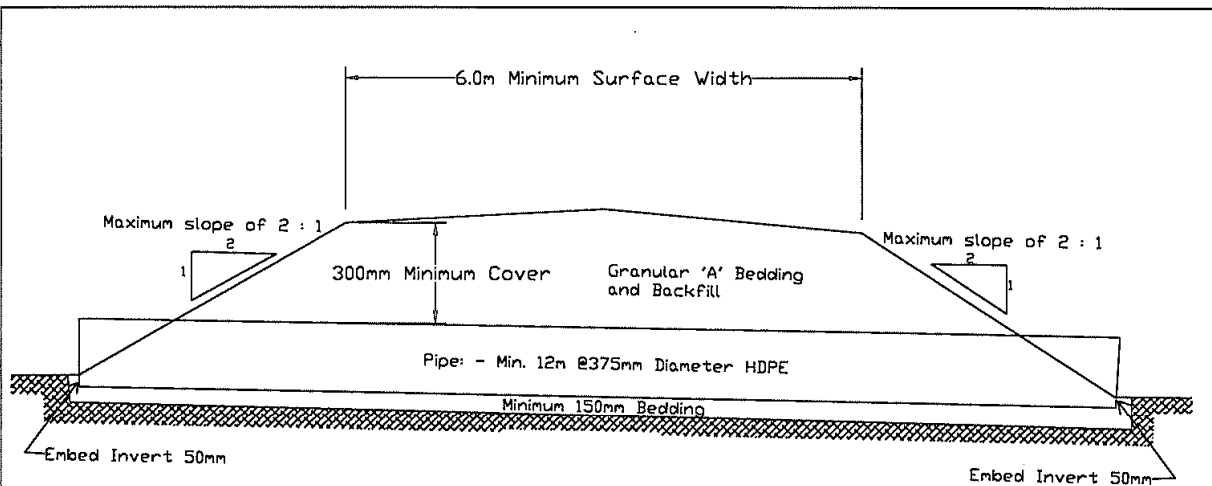
GENERAL CONDITIONS

1. Permits will be honored for a period of one year from date of approval. When conditions or unforeseen difficulties require a longer period of completion than is indicated on the permit, the Applicant shall notify the County in writing of the additional time required and the reason thereof. *It is the responsibility of the Applicant to notify the County when the work is complete and ready for final inspection.* If a final inspection has not been requested by the Applicant, and one year's time has passed from the date of approval, the Permit Fee and Bond will be forfeited to the County. If a final inspection has been requested and the work has been completed but not to the satisfaction of the County under the conditions of this application, the County may elect to finish or restore the works with the Applicant's bond without any prior notice.
2. Under any permit application the County may elect to exceed the minimum requirements and conditions as specified in this document. The County may request additional: insurance coverage, restoration, amount of cash bond, or any other work deemed necessary to accommodate the application.
3. County roads will not be closed. A minimum of one driving lane will always be open to traffic. All excavations within 4 metres of any driving lane will be backfilled at each day's end. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.
4. Roads will not be open cut without express written permission, therefore all road crossings shall be bored or directionally drilled. All plant being located under the road surface shall be placed at a minimum of 1.2 metres under the road surface (that is 1.2 metres under the elevation of the shoulder rounding). If written permission has been granted to open excavate a road, specific restoration methods will be specified and a cash bond in the amount of the cost of restoration shall be submitted and retained to up to 12 months after the completion of the specified works.
5. If, to carry out the work, it is necessary to alter, break or disturb any existing pavement, sidewalk, or curb and gutter, the Applicant will be responsible for temporarily and permanently restoring the site to its original condition. Material specifications shall be determined by the County of Elgin Engineering staff. If weather dictates the permanent restoration can not be accomplished, the Applicant shall temporarily repair any disturbed asphalt or concrete surfaces with a fifty (50) millimeter thickness of asphalt. Temporary and/or final repairs shall be to the satisfaction of the County of Elgin, at the expense of the Applicant.
6. When required, a security deposit shall be given to the County representing 100% of the cost to perform the necessary restoration. The County shall set this deposit amount. The Applicant will be responsible for any temporary and/or final restoration costs. The restoration shall be completed as per the direction of the County. Upon completion of the final restoration the site will be inspected by the County of Elgin staff and if satisfied (interim acceptance) the security deposit will be returned within a 12 month period from the date of final inspection.
7. All barricades, signs and signals required to direct or guide the motorist and/or pedestrian shall be erected and maintained by the Applicant in accordance with the "Ontario Traffic Manual, Book 7 – Temporary Conditions", most current edition. All detour signing and materials, when required shall be supplied, erected and maintained by the contractor at the expense of the Applicant.
8. Prior to the approval of the Roadway Occupancy Permit the contractor shall supply proof of liability insurance in the minimum amount of \$3,000,000.00.
9. It is the responsibility of the Applicant not to damage any existing plant, survey markers of infrastructure including drainage works and utilities (both aerial and underground facilities). The Applicant will assume all costs and liabilities from such damage. Utility locates are the responsibility of the Applicant and this document will release the County of Elgin from all claims arising from the damage or alteration of any plant or facility. The Applicant may be subject to additional conditions imposed by the utility provider if the proposed work interferes in any way with that utility. It is the applicant's responsibility to ensure that any work does not conflict with their requirements (such as maintaining vertical clearance from aerial facilities and cover over underground services).
10. Excavated material shall not be piled in such a manner as to obstruct vehicular and/or pedestrian traffic at a minimum of four (4) meters from edge of pavement. All construction equipment and vehicles shall also maintain this "clear zone" when not in use.
11. Every person who contravenes any provision of this permit under its By-Law shall upon conviction be liable to payment of a fine of not less than \$500.00 for a first offence and \$1000.00 for a second or succeeding offence plus costs incurred by the County of Elgin to complete the works, repair damages caused by the work and/or restore the area to the conditions set forth within this application. Every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended time to time.

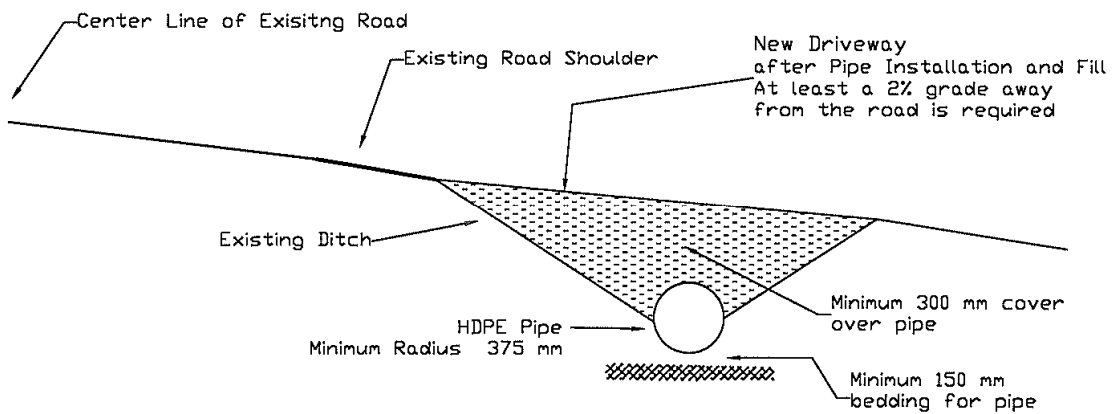
CONDITIONS FOR ENTRANCEWAYS

1. All costs associated with this permit and construction of the entrance in accordance with the terms of the permit will be the responsibility of the Applicant. A refundable deposit is submitted along with this application's fee. The deposit shall be refunded to the Applicant upon acceptance of the entranceway by the County of Elgin less any amounts expended to satisfy the conditions of this permit that were not met. A typical rural private entrance will require a deposit of \$400.00. The County will set an appropriate deposit amount to cover the costs of materials and labour to complete the work to the requirements of this permit.
2. The County may restrict the placement of an access onto a County Road in the interest of public safety. It is the County's final decision in this determination. Influencing factors include: sight lines, stopping distance, traffic patterns, roadway design, drainage, proximity to intersections/railroads/structures, etc.
3. The County may limit the width or number of accesses to a property. Entrance numbers will be limited to the following:

Residences	- 1 per property
Farm Buildings	- 1 per farm
Farm Entrance	- 1 per farm (more if natural obstructions within the field prevent reasonable access across the field)
Commercial / Industrial	- 2 per property (spaced at a minimum of 30 metres)
4. General Design Standards to be met under this application are as follows:
 - a) Finished grade of the entrance must fall away from the edge of driving lane with a slope of no less than 2%.
 - b) Field, Farm or Residential Entrances shall be surfaced with at least 150mm of Granular 'A' and have a top width of 6 metres.
 - c) Commercial / Industrial Entrances shall be surfaced with hot-mix asphalt and shall accommodate specific vehicle types.
 - d) Culvert pipe lengths shall be long enough to produce a minimum 2 : 1 slope from the ditch invert to the surface of the entrance. Culvert pipe lengths will be a minimum of 12 metres. Open end culvert pipes shall be a minimum 375mm diameter. If a catch basin inlet is required under the special conditions, a diameter of pipe will be specified.
 - e) Material for pipe culverts shall be high density polyethylene plastic storm sewer pipe manufactured by a CSA approved agent.
5. Property owners having access to a County Road are fully responsible for the maintenance of the entranceway including removal of snow and ice and keeping the portion of the entrance within the Road in a safe condition for vehicular traffic. A culvert installed under the terms of this permit shall become the property of the County and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the County, except where the culvert crosses a Municipal Drain and provisions of the Drainage Act take precedence and maintenance becomes the Municipality's responsibility.
6. Curb and gutter, asphalt, sidewalks, drainage systems, erosion protection and/or other work may be specified by the County to be installed by the Applicant at the Applicant's expense in circumstances where existing conditions warrant continuity to existing features or require special attention.



Minimum slope of 0.5% or
60mm per 12m of pipe.



RURAL DRIVEWAY SECTIONS

NOTES

1. Minimum 12m of 375mm Diameter Pipe
2. Pipe material should be CSA approved High Density Polyethylene(HDPE)
3. Use coupler and filter cloth at pipe joints
4. Sink Pipe inverts 50mm into subsoil
5. Minimum 150mm of bedding
6. Minimum 300mm cover over pipe
7. Use 'A' gravel for bedding and backfill
8. Minimum Pipe slope of 0.5% or 60mm per 12m pipe.
9. If a driveway must slope towards the road, a crown or other grading must be employed to ensure run-off does not enter the roadway

COUNTY
OF ELGIN

RURAL DRIVEWAY
SECTION

STANDARD DRAWING - 3.03

PROJECT FILE NAME: DWY_SEC.DWG

DRAWN BY: J.Lawrence

SCALE: N.T.S.

DATE: March 25, 2000



E.C.S.D. - 3.03

COUNTY OF ELGIN

By-Law No. 99-2

**"BEING A BY-LAW TO REGULATE THE CONSTRUCTION OR ALTERATION OF
ANY ENTRANCEWAYS, PRIVATE ROADS OR ACCESS TO A COUNTY ROAD"**

WHEREAS it is deemed necessary and desirable to regulate the construction and alteration of entranceways, private roads or other facilities that permit access to County roads; and

WHEREAS Section 63, Subsection 1 (c) and (d) of the Public Transportation and Highway Improvement Act, being Chapter P.50, R.S.O. 1990, as amended, provides that a county may, with respect to the roads under its jurisdiction and control, by by-law prohibit or regulate the construction or alteration of any private road, entranceway, gate or other structure or facility that permits access to a road; and any change in use of any private road, entranceway, gate or other structure or facility that permits access to a road; and

WHEREAS Section 63, Subsection 2 of the Public Transportation and Highway Improvement Act, being Chapter P.50, R.S.O. 1990, as amended, provides that a by-law passed for this purpose may provide for the issuing of a permit for any of the acts that may be regulated under this section and may prescribe the form, terms and conditions of the permit and the fees to be paid for it, and may prescribe penalties for contravention of the by-law; and

WHEREAS the Council of the Corporation of the County of Elgin deems it expedient to control entranceways onto County roads and provide for the issuing of permits related thereto.


NOW THEREFORE the Municipal Council of the Corporation of Elgin enacts as follows:

1. THAT in this by-law;
 - (a) "Council" shall mean the Council of the Corporation of the County of Elgin;
 - (b) "County road" shall mean all roads included in the County of Elgin road system as defined in the Corporation of the County of Elgin by-law "Adopting a Plan of County Road Improvement and Establishing a County Road System" and any amendments thereto.
2. THAT no person shall construct or alter or cause to be constructed or altered any private road, or other structure or facility that permits access to any County road, unless such access has been approved by an authorized officer as evidenced by the issuance of an access permit.
3. THAT an access permit may be issued by the County of Elgin Road Superintendent or designate in accordance with the standards, policies and fees set out in Schedule "A" of this by-law.
4. THAT any such access constructed, altered, or the use of which has been changed, under the provisions of this by-law shall conform to the standards and principles set out in Schedule "A" of this by-law and shall further comply with all terms and conditions attached to any access permit issued thereunder.
5. THAT all costs associated with an access permit and construction of the entrance access in accordance with the terms of the permit shall be the responsibility of the applicant.

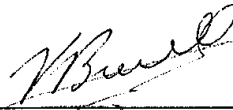
6. THAT the access permit shall be in the form set out in Schedule "A" attached hereto and forming part of this by-law and that the permit, where necessary, shall include the terms and conditions for the construction of the said entrance or access as required by the authorized officer issuing the said permit.
7. THAT every person who contravenes any provision of this by-law shall upon conviction be liable to payment of a fine, as set out in Schedule "A", exclusive of costs and every such penalty shall be recoverable under the provisions of the Provincial Offences Act as amended from time to time.
8. THAT the County Road Superintendent be authorized to remove any unauthorized access from the Road Allowance.
9. THAT By-Laws No. 92-57 and 96-45 be, and the same are, hereby repealed.
10. THAT this by-law shall come into force and take effect upon the final passing thereof.

READ a first time and second time this 25th day of January, 1999.

READ a third time and finally passed this 25th day of January, 1999.



Mark G. McDonald,
County Administrator Clerk.



Rien VanBrenk,
Warden.