



# The Corporation of the County of Elgin

450 Sunset Drive • St. Thomas, Ont. • N5R 5V1 • Phone (519) 631-1460 ext 4

## ROAD OCCUPANCY PERMIT

<b>SECTION 1 - GENERAL INFORMATION</b>	DATE OF APPLICATION _____
APPLICANT _____	CONTACT PERSON _____
APPLICANT'S MAILING ADDRESS _____	POSTAL CODE _____
APPLICANT'S TELEPHONE _____	E-MAIL _____
CONTRACTOR _____	CONTACT PERSON _____
CONTRACTOR'S ADDRESS _____	
CONTRACTOR'S TELEPHONE _____	E-MAIL _____

<b>SECTION 2 - LOCATION AND DESCRIPTION OF WORK</b>	
CIVIC ADDRESS AND ROAD NAME _____	
COUNTY ROAD NO. _____	LOT _____ CONCESSION _____ MUNICIPALITY _____
<b>DOES THIS PERTAIN TO A SEVERANCE</b> _____	<b>SEVERANCE APPLICATION NO.</b> _____
DESCRIPTION OF WORK _____	
SIDE OF ROAD (CIRCLE ONE) <u>NORTH / SOUTH / EAST / WEST</u> DISTANCE FROM ROAD CENTRELINE _____	
PROPOSED START DATE _____	ESTIMATED COMPLETION DATE _____
*NOTE: A PLAN/SKETCH OR LOT GRADING PLAN SHOWING THE LOCATION OF THE ABOVE DESCRIBED WORK AND/OR SERVICE <b>MUST</b> 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**

*Permit is valid for one (1) year from approval date. Bond will be forfeited if not requested to be refunded within one (1) year of approval date.*

**WORK UNDER ROADWAY BOND: \$1,000.00**

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

<b>SECTION 3 - SPECIAL CONDITIONS AND APPROVAL [OFFICE USE ONLY]</b>	
FEE PAID <b>\$ 200.00 - OR - \$400.00</b>	ENTRANCE BOND <b>\$ 400.00</b> WORK UNDER ROADWAY BOND <b>\$ 1,000.00</b>
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 _____ mm
TOP WIDTH _____ m	SURFACE TYPE _____
SPECIAL CONDITIONS _____	
Signature of Approval _____	Date Approved _____
FINAL INSPECTION NOTES: _____	

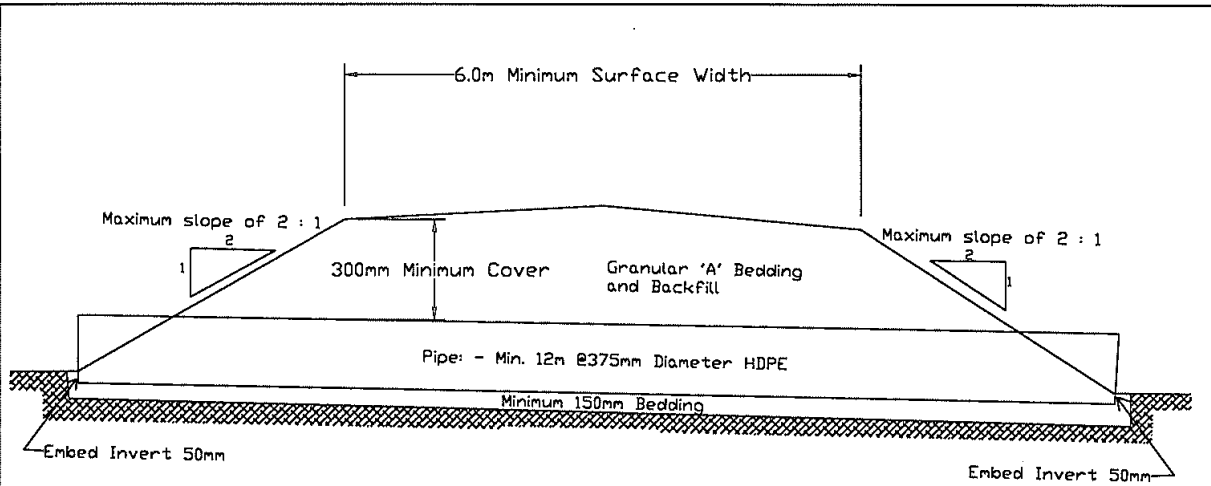
## GENERAL CONDITIONS *\*(Revised July 2013)*

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 demanded, a security deposit shall be paid/given to the County as representing 100% of the cost of any restoration work as anticipated by the County. The County shall establish the amount of the security deposit. The Applicant shall be responsible for any and all temporary and/or final restoration works, including the cost thereof. All restoration work shall be completed to the satisfaction of the County, failing which the County shall have the option and right to complete the restoration work at the expense of the Applicant. Upon completion of all restoration work, whether by the Applicant or the County, the unused balance of the security deposit shall be returned to the Applicant within 12 months of the date of final inspection and acceptance by the County. In this regard, the County shall have the right to deduct from any security deposit any cost, direct or indirect, associated with the Works contemplated by this Permit including but not limited to internal costs of remediation work completed by the County, third party costs for remediation work as incurred by the County, the costs associated with multiple inspections of the Works by County Staff, the necessity of which is to be determined by County Staff, and the costs of responding to any claims initiated as against the County for losses allegedly arising from the Works contemplated by this Permit.
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. **(EXCEPTION; THE USE OF YIELD TO ONCOMING TRAFFIC SIGN IS NOT PERMITTED ON COUNTY OF ELGIN ROADS)** 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 Landowner installing the entrance themselves or a hired contractor shall supply proof of liability insurance in the minimum amount of **\$5,000,000.00**. naming the County of Elgin as additionally insured.
9. It is the responsibility of the Applicant not to damage any existing plant, survey markers, or infrastructure including drainage works and utilities (both aerial and underground facilities included). The Applicant will be responsible for all costs and liabilities related to or arising from such damage. The County makes no representations as to and does not guarantee the location of any existing utilities/facilities within the Road Allowance involved in the Works contemplated by this Permit – any and all utility locates are the responsibility of the Applicant and this document will release the County from all claims arising from the damage or alteration of any plan or facility as arising from the Works contemplated by this Permit. The Applicant may be subject to additional conditions imposed by any utility provider if the proposed Works interferes in any way with that utility. It is the responsibility of the Applicant to ensure that the Works contemplated by this Permit does not conflict with the requirements of any existing utility, including but not necessarily limited to 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. The Applicant shall release and otherwise forever save harmless and indemnify the County from and in respect of any and all claims, demands, losses, lawsuits, or proceedings and any award of any damages, costs (including costs as between a solicitor and his own client), and interest as arising from or in any way relating to the Works as contemplated by this Permit, howsoever and whensoever arising.
12. Every person who contravenes any provision of this Permit shall commit an offence under the by-law by which this Permit has been authorized (Elgin By-Law No. 99-2), and, upon conviction, shall be liable to any penalty provided for pursuant to the provisions of the Provincial Offences Act (Ontario), as amended.

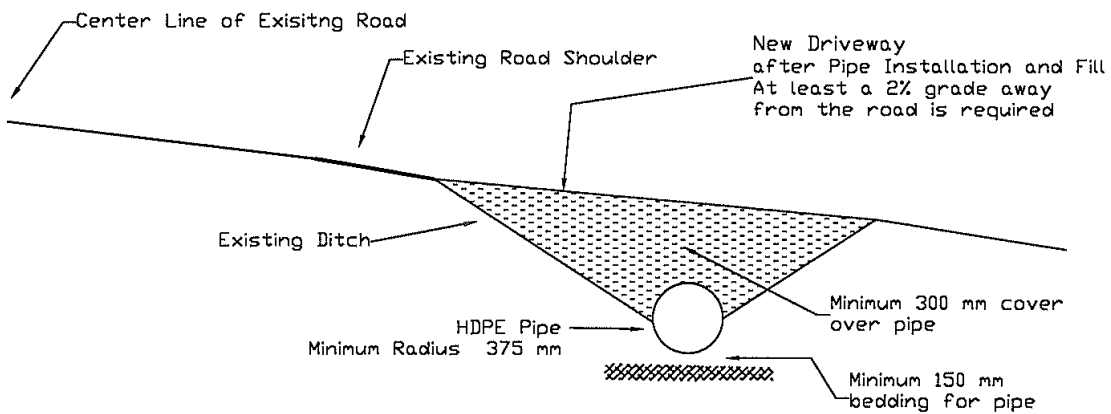
## CONDITIONS FOR ENTRANCEWAYS

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) Residential Entrances shall be surfaced with at least 150mm of Granular 'A' and have a top width of min 6 metres.
  - c) Farm or Field entrances may require up to 30 m of pipe as determined by County Staff to allow the safe movement of large farm equipment. Wider entrances will accommodate the safe loading of trucks from the field and not the road shoulder.
  - d) Vertical clearance from entrance finished grade to lowest utility line is 4.5 m. across entire width of entrance.
  - e) Commercial / Industrial Entrances shall be surfaced with hot-mix asphalt and shall accommodate specific vehicle types.
  - f) 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.
  - g) 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

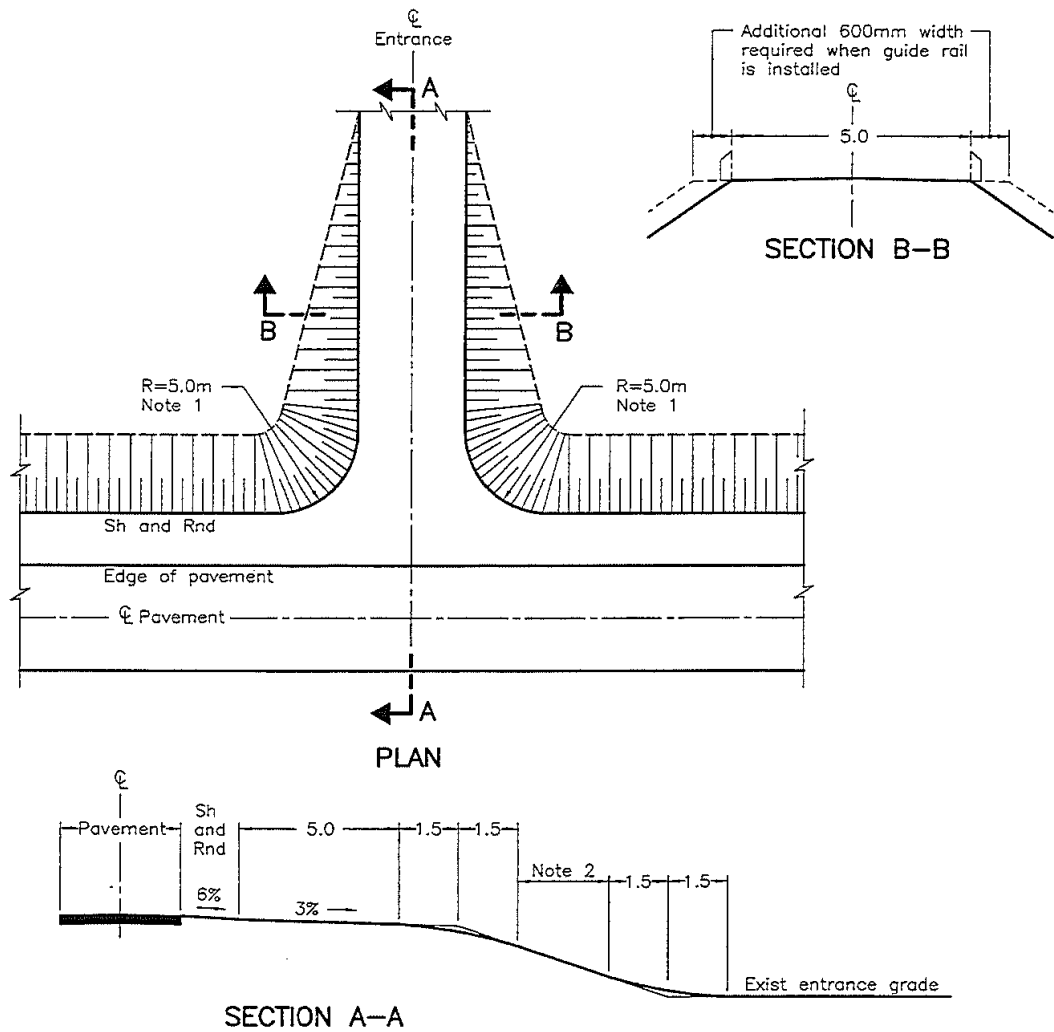
DRAWN BY: J.Lawrence

SCALE: N.T.S.

DATE: March 25, 2000



E.C.S.D. - 3.03



**NOTES:**

- 1 Radius to be 8.0m when entrance is used for farm equipment.
  - 2 Desirable entrance configuration, when conditions permit.  
Desirable maximum gradient: 6% for residential entrances  
and 10% for farm and field entrances.
- A All dimensions are in millimetres or metres unless otherwise shown.

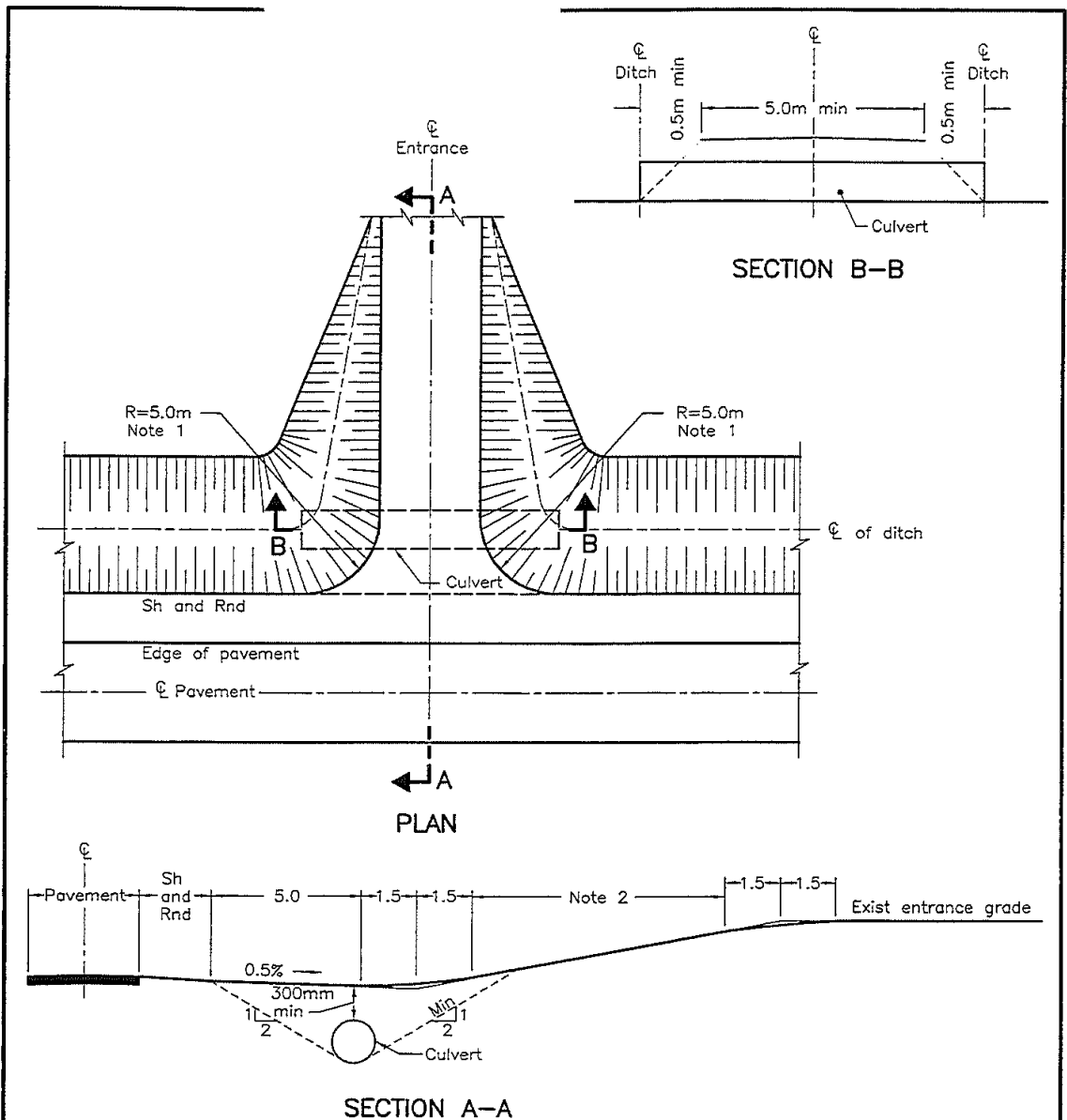
ONTARIO PROVINCIAL STANDARD DRAWING

1998 03 01 Rev




**RURAL ENTRANCES  
TO ROADS ON FILL**

OPSD - 301.010



**NOTES:**

- 1 Radius to be 8.0m when entrance is used for farm equipment.
- 2 Desirable entrance configuration, when conditions permit.  
Desirable maximum gradient: 6% for residential entrances  
and 10% for farm and field entrances.
- A All dimensions are in millimetres or metres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING	1998 03 01	Rev	
<b>RURAL ENTRANCES TO ROADS IN EARTH CUT WITH CULVERT INSTALLATION</b>			
<b>OPSD - 301.020</b>			