



THE CORPORATION OF THE TOWN OF WHITBY  
PUBLIC WORKS DEPARTMENT  
**ROAD OCCUPANCY PERMIT**

<b>PERMIT NO.</b>			
<b>MC NO.</b>			
<b>PERMIT FEE</b>			
<b>TYPE OF ROAD</b>	A	C	L

**NOTES:**

- (1) PLEASE ALLOW FOR UP TO THREE (3) BUSINESS DAYS FOR THE PROCESSING OF THIS PERMIT.  
 (2) THIS PERMIT (APPROVED BY THE TOWN) SHALL BE ON THE JOB SITE AND/OR WITH THE MOVING VEHICLE AT ALL TIMES.  
 (3) IF THE ROAD IS TO BE PARTIALLY OR COMPLETELY CLOSED, THE APPLICANT SHALL INFORM THE FOLLOWING AGENCIES OF THE COMMENCEMENT AND COMPLETION DATES OF CLOSURE:

<b>PUBLIC WORKS</b>	905-430-4307	<b>POLICE</b>	905-579-1520	<b>TRANSIT</b>	1866-247-0055
<b>OPERATIONS CENTRE</b>	905-668-3437	<b>FIRE</b>	905-433-1234	<b>AMBULANCE</b>	1877-999-4336

**APPLICANT'S INFORMATION**

NAME AND ADDRESS (please print)		SECONDARY CONTACT	
		NAME	
		TEL.	
TEL.:	EMAIL:	EMAIL	

(please circle)

ROAD/LANE CLOSURE		TRAFFIC MGMT. PLAN		SIDEWALK DETOUR PLAN		PARKING METERS IMPACTED?			
YES	NO	ATTACHED	N/A	ATTACHED	N/A	YES	NO	(REF. NO.: )	
NOTIFICATION LETTER		DELIVERY DATE		INFORMATION SIGNS		INSTALLATION DATE		TREES IMPACTED?	
ATTACHED	N/A			ATTACHED	N/A			YES	NO

LOCATION		OCCUPANCY DATE			
STREET NAME		DATE (INCLUDE RESTORATION)		<b>WORKING HOURS</b>	
		FROM	DURATION	7 a.m. - 8 p.m.	
		TO	(days)	9 a.m. - 4 p.m.	
		OVERSIZED/WEIGHT LOAD		ROUTE ATTACHED	
		YES	NO	YES	NO
				DATE TRANSPORTED	

**LOCATION MAP**

ROAD NAME	LOT OR HOUSE NO.:		ROAD NAME
	BOULEVARD		
	SIDEWALK		
	BOULEVARD		
ROAD NAME	ROAD NAME		
BOULEVARD			
SIDEWALK			
BOULEVARD			
LOT OR HOUSE NO.:			

REASON FOR OCCUPANCY / REMARKS	SITE INSPECTION TO BE PROVIDED BY THE APPLICANT (Please circle)
	FULL-TIME PERIODIC

**LIABILITY AGREEMENT**

"I/WE HEREBY AGREE TO ASSUME LIABILITY FOR ALL COSTS, EXPENSES AND DAMAGES INCURRED BY THE TOWN OF WHITBY AND OTHERS AS A RESULT OF THE ABOVE MOVE/AFORESAID CLOSURE OR OCCUPANCY AND TO INDEMNIFY AND SAVE HARMLESS THE TOWN OF WHITBY FROM ANY ACTIONS, CLAIMS, SUITS OR DEMANDS MADE AGAINST THE TOWN OF WHITBY BY ANY PERSON ARISING OUT OF THE ISSURANCE OF THE ROAD OCCUPANCY PERMIT."

NAME OF APPLICANT (please print)	SIGNATURE OF APPLICANT	APPROVED BY TOWN OF WHITBY
DATE		

**ROAD STRUCTURES AFFECTED / COST INCURRED**

CHECK	ROAD STRUCTURES AFFECTED	LENGTH (m)	WIDTH (m)	AREA (sq.m.)	COST (\$)
	Asphalt Paved Road				
	Asphalt Paved Sidewalk				
	Asphalt Driveway				
	Concrete Sidewalk				
	Concrete Curb & Gutter				
	Boulevard				
	Others				
TOTAL COST (\$)					
OTHER COST - INSPECTION, ETC .. (\$)					
<b>TOTAL INCURRED COST (\$)</b>					

# ROAD OCCUPANCY PERMIT

**PERMIT NO.**

**CONDITIONS**

**GENERAL**

1. In the event of an incident, the permit holder shall immediately notify the affected agencies and call 911 if there is danger to life, health and property.
2. The Town of Whitby will only issue road occupancy permits to those persons/agencies for whom the work is being undertaken (or other designates pre-approved by the Town).
3. All persons/agencies are required to sign-off, and re-submit approved road occupancy permits within five (5) business days of the expiration date, identifying that all work has been completed in accordance with Town's requirements. Failure to do so may result in the non-issuance of future road occupancy permits.
4. This Road Occupancy Permit is not applicable for unassumed roads. The applicant shall contact the property owner for obtaining permissions to undertake work on unassumed roads.
5. The applicant agrees to carry out all required permanent and/or temporary restoration of the occupied areas to the entire satisfaction of the Director of Public Works within the time frame identified on this permit.
6. The applicant agrees to pay for, upon completion of the temporary work, all permanent restoration works to be carried out by the Town at a later date. The cost for the works is based on the most recent version of the Public Works Department Fees By-Law.
7. The applicant agrees to pay for all costs relating to any restoration resulting from the work or occupancy identified in this permit for a period of two (2) years from the date of initial restoration.
8. The applicant is responsible for obtaining all utility locates and abiding by their instructions when excavating in their proximity.
9. In general, working hours shall be in accordance with the Noise By-Law (i.e. 7:00 a.m. to 8:00 p.m.). However, for works that require construction activities to occur on the travelled portion of collectors or arterial roads, the working hours shall be from 9:00 a.m. to 4:00 p.m. unless otherwise approved by the Town.
10. During working hours, one lane of traffic in each direction must be maintained at all times unless otherwise approved by the Town.
11. All lanes must be re-opened for traffic after the approved working hours unless otherwise approved by the Town.
12. Detour signing, delineators and flagman to guide vehicular traffic around the work site as per the Ministry of Transportation of Ontario "Ontario Traffic Manual" shall be supplied, erected and maintained by the applicant. On arterial roads, the detour is to extend to a minimum of 100m in either direction. All barricades, signs and signals shall meet the requirements of the Town.
13. A minimum of five (5) working days in advance of a road closure, the applicant shall: (i) notify Fire Department, Police, Ambulance, Durham Region Transit and the Town's Public Works Department; (ii) install Road Closure Signs; and (iii) deliver notification letters to adjacent property/business owners stating the date and duration of road closure.
14. Pedestrian access to all properties must be maintained at all times. Where sidewalk is impacted by the proposed work, a Sidewalk Detour Plan shall be submitted with the permit application.
15. Existing asphalt roads shall be saw cut prior to excavation and a trench box shall be used to minimize the width of excavation.
16. Trench restoration for arterial and collector roads shall be as follows: Backfill to sub-grade with unshrinkable fill, as per Town of Whitby specifications; Granular Base course shall match existing with a minimum of 600mm of Granular 'B', 150mm of Granular 'A' or as specified by the Public Works Department; Asphalt patch shall consist of 150mm of HL8 placed in 50mm lifts, when available or a cold patch.
17. Trench restoration for local roads shall be as follows: Backfill material shall be compacted in layers, not greater than 300mm lifts, clay in fluid state, frozen material, organic matter, silt, mud or any material too wet to adequately compact shall be excluded from backfill, this may require that part or all of the excavated material be replaced by backfill in accordance with the Town of Whitby specifications, under no conditions shall any of the previously excavated material from the trenches be used as class 'A' or 'B' granular base course; Granular base course material shall match existing with a minimum Granular 'B' thickness of 300mm and 450mm for local roads and collector roads respectively, 150mm of Granular 'A' or as specified by the Public Works Department; Asphalt patch shall consist of 100mm of hot mix asphalt HL8 placed in 50mm lifts, when available or a cold patch.
18. Surface treated roads shall be patched with 50mm of hot mix asphalt HL3.
19. If undue settlement occurs at a later date, the applicant shall be responsible for the additional cost of repair or the applicant will be required to repair the settlement at its expense.
20. Permanent restoration of all sodded areas, ditches, culverts and driveway entrances shall be carried out promptly within the time frame identified on this permit.
21. Sodded areas disturbed during winter shall be restored as soon as sod is available.
22. A temporary asphalt sidewalk consisting of 50mm of hot mix asphalt HL3 shall be promptly placed within the time frame identified on this permit where concrete sidewalk has been removed.
23. All surplus material shall be removed, and all disturbed areas shall be cleaned and restored to their original conditions.
24. When a time extension is required, the holder of this permit shall apply for such extension at least twenty-four (24) hours in advance of stated date of reopening. Time extensions must be authorized by the Director of Public Works before taking effect. Failure to comply will render this permit void.
25. All excavation shall be backfilled either: (i) immediately after the work is completed, (ii) if the work is pending for more than two(2) weeks, or (iii) immediately as instructed by the Director of Public Works.
26. If the applicant fails to meet the requirements of this permit, the Director of Public Works may take such steps as he/she deems necessary to correct them at the expense of the applicant and this permit shall be deemed to have been withdrawn.
27. Those persons/agencies undertaking non-emergency work within a Town of Whitby public road allowance (i) without an approved road occupancy permit or (ii) not in conformance with the terms and conditions of a road occupancy permit, may be subject to a fine.
28. Those persons/agencies undertaking emergency works within a Town of Whitby public road allowance shall submit a road occupancy permit within 24 hours of commencing the works. All restoration shall be completed within two weeks from commencement of the works.

**OVERSIZED/OVERWEIGHT LOADS**

1. This permit exempts solely and specifically the vehicle detailed on the permit from weight restrictions imposed by the Corporation of the Town of Whitby, in accordance with the latest revision of the Vehicle Weight Limit By-Law, pursuant to the Highway Traffic Act.
2. The permit is only valid for the time period shown and solely for the use on roads under the jurisdiction of the Corporation of the Town of Whitby and must be in the possession of the driver at all times.
3. The issuance of this permit does not relieve the applicant from the responsibility for the damages caused to the roads and utilities by the moving of such oversize loads.
4. The applicant is responsible for advising the Fire Department, Police Department, Ambulance and Durham Region Transit and for arranging police escorts and traffic control as required.
5. The applicant is responsible for obtaining clearance from all overhead utilities.

**COMPLETION AND RESTORATION**

THE RESTORATION OF THE OCCUPIED AREA HAS BEEN COMPLETED IN ACCORDANCE WITH THE TOWN'S REQUIREMENTS.

NAME OF APPLICANT <i>(please print)</i>	SIGNATURE OF APPLICANT	APPROVED BY TOWN OF WHITBY
DATE		

**TWO-YEAR WARRANTY PERIOD**

THE RESTORATION OF THE OCCUPIED AREA HAS MET THE TOWN'S REQUIREMENTS FOR A TWO-YEAR WARRANTY PERIOD.	DATE	APPROVED BY TOWN OF WHITBY
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