

## ROAD OCCUPANCY / ACCESS PERMIT

Engineering & Public Works Department  
 944 James Street, Woodstock, ON N4S 0A7  
 Phone: 519-539-2382 ext. 3105 / Fax: 519-421-3250

Website: [www.cityofwoodstock.ca](http://www.cityofwoodstock.ca) / email: [tgdanski@cityofwoodstock.ca](mailto:tgdanski@cityofwoodstock.ca)

<b>OFFICE USE</b>		<b>PERMIT #-</b>
<b>PERMIT TYPE:</b>		Occupancy <input type="checkbox"/> Access <input type="checkbox"/>
<b>WSIB Certificate:</b> Yes <input type="checkbox"/> / No <input type="checkbox"/>	<b>Certificate of Insurance:</b> Yes <input type="checkbox"/> / No <input type="checkbox"/>	<b>Application Fee:</b> Amount \$ _____ Paid <input type="checkbox"/>
Permit: Approved <input type="checkbox"/> / Denied <input type="checkbox"/>		Date: _____ Signature: _____

### APPLICANT INFORMATION

Date of Application: _____		
Company Name: _____	Contractor's Name: _____	
Address: _____	City: _____	
Contact Person: _____		
Phone: _____	Cell Phone: _____	After Hours Phone: _____
Email: _____	Fax: _____	

### WORK DETAILS

Commencement Date: _____	Completion Date: _____
Work Location(s)/Address: _____	
<b>Description of Work:</b>     	

### ROAD OR SIDEWALK CLOSURE REQUIRED

<input type="checkbox"/> Road – Full	<input type="checkbox"/> Road Lane    No. of Lanes _____	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> None
Operating Work Hours: From: _____		To: _____	
Scaffolding is required when working on building façade. Please provide details in work description area above or on separate sheet.			
Parking Required: (\$20/space/week)      Yes <input type="checkbox"/> / No <input type="checkbox"/>			
1. Vehicle Plate No: _____	Permit # _____	2. Vehicle Plate No. _____	Permit # _____
3. Vehicle Plate No: _____	Permit # _____	4. Vehicle Plate No. _____	Permit # _____

### TRAFFIC CONTROL PLAN

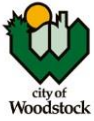
Traffic signing will be in accordance with **Book 7** of the **Ontario Traffic Manual – Temporary Conditions.**

- Access for Emergency Vehicles **must** be maintained at all times.
- Applicant **must advise** all Essential & Emergency Services and the Public Works Department in the event of an emergency road closure.
- Applicant must bring garbage and recycling outside of work zone.

**Drawing/Sketch – attach with application include 'as-built' drawing(s) if applicable**

I, The Undersigned have read and understood the information provided and agree to abide by all general conditions, special provisions and all conditions listed on the face and back of this permit.

Applicant Signature: _____	Date: _____
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### GENERAL CONDITIONS

1. Prior to commencing work, **Locates** must be obtained from all utilities within the County of Oxford if so required for the work and copies must be on site at all times. The applicant accepts full responsibility for the protection of all utilities and shall be protected and supported to the satisfaction of the utility concerned.
2. **Certificate of Insurance** must be submitted with the permit request and maintain third party liability insurance in the amount of \$5 million to the City of Woodstock throughout the term of this agreement. The term of the insurance shall be from the date of the commencement of work until the date of completion of the warranty period. Coverage shall consist of a comprehensive policy of public liability and property damage insurance for the work.
3. A **Certificate of WSIB** must also be submitted with the permit request showing the type of work being performed is covered.
4. A **Traffic Control Plan** must be submitted in accordance to the Ontario Traffic Control Manual, Book 7, Temporary Conditions latest revision.
5. The applicant agrees and accepts full responsibility to supply, maintain, and place all barricades, warning signs, delineators, and flashing lights necessary for the protection of the public and the safe operations 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) and as a minimum the City of Woodstock's Health and Safety Policies.
6. Construction plans / 'As Built' drawings must be submitted with the permit, when required.
7. The applicant assumes all responsibility of existing site conditions within the locations of proposed works and accepts full responsibility for the protection of all private property and persons affected by his/hers operations. Pre-existing conditions may be field verified/noted by the Public Works Superintendent at least 24hrs prior to commencement of work. (519-539-2382 ext. 3140)
8. Permanent restoration of boulevards will be performed by the applicant and shall include a minimum of 150 mm topsoil thickness and sod. Sod must be thoroughly watered until it is well established. Seed only if approved by the city.
9. Compaction shall be done in 300 mm lifts (maximum) and mechanically tamped in layers. Inspection may be required.
10. Restoration shall be in accordance with the current City of Woodstock Restoration Policy. All disturbed or affected areas to be maintained and guaranteed for two years from the date of final restoration. Unsatisfactory restoration by the applicant may result in the work being redone by City Staff at the applicant's expense. Costs double for excavations without a permit.
11. Positive drainage shall be maintained during the course of the work
12. All road surfaces and sidewalks shall be kept clear of obstruction and/or debris, to avoid hazard or inconvenience to the public.
13. Any accumulation of mud tracks must be cleaned from the road/sidewalk immediately. Dust nuisance must be kept to a minimum. If at any point, Staff finds this to be in excessive, the work shall be stopped.
14. The applicant shall not cut, trim or interfere with any trees in the right-of-way without the Parks and Recreation Department's approval. (519-539-2382 ext. 4201)
15. All changes and/or deviations from the submitted approved plans and/or locations shall be subject to re-approval from the city.
16. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary closing of an access to homes and business.
17. The permit must be available at the work site and the applicant must return the excavation permit to the city upon completion of the work, including an 'as built' drawing identifying the precise location of the excavation cut.
18. The applicant must contact the City of Woodstock Engineering & Transit Departments, Police Services, Fire and Ambulance services at the start and end of any work on any city street where the road closure or detours are required.
19. The applicant must advise the City of Woodstock's Engineering Department if the construction start date differs from that shown on this application.
20. The Public Works Superintendent must be notified once the work is completed for final approval. (519-539-2382 ext. 3140)
21. This permit is not valid until the signed copy is received by the City of Woodstock and approved by the appropriate staff.
22. Failure to adhere to any of the above may result in work shutdown and the rectification of deficiencies by city forces at the expense of the applicant.

#### OFFICE DISTRIBUTION LIST:

- Bylaw
- Public Works/Transit
- Engineering Technologist
- Fire Department
- Police Department
- Ambulance Department

ALL CONDITIONS ARE SUBJECT TO REVISION AS NECESSARY. REPAIRS SHALL BE EQUAL OR SUPERIOR TO THE ORIGINAL CONDITIONS.

City of Woodstock

Office of the City Engineer, 944 James Street, P.O. Box 1539, Woodstock, ON N4S 0A7