



## Road Occupancy Permit Application

City of Kawartha Lakes  
Public Works  
12 Peel Street, PO Box 9000  
Lindsay, ON K9V 5R8  
Phone: 705-324-9411 ext. 1171 Fax: 705-328-3054  
Email: [pwroadspermits@kawarthalakes.ca](mailto:pwroadspermits@kawarthalakes.ca)

A permit is required when any work, regardless of impacting traffic or not, is completed within the City of Kawartha Lakes' Right-of-Way (ROW). The ROW includes the asphalt/gravel roadway surface, gravel or paved shoulders, sidewalks, curb and open ditches.

**Applicant/Contractor:**

**Address:**

**City/Town/Village:**

**Province:**

**Postal Code:**

**Telephone:**

**Fax:**

**Email:**

**Location of Work:**

**Description of Work:**

## Proposed Work Schedule:

Start Date:

End Date:

Start Time:

End Time:

The Application will not be considered unless it is submitted in full and that the following requirements are met:

1. Include a Sketch/Diagram/Map indicating the location of the Road Occupancy. If submitting permit application by email, the drawing may be submitted as an attachment to the email in pdf., tiff., or jpg. format.
2. Include a Traffic Control Plan that meets Ontario Traffic Manual (OTM) Book 7 Temporary Conditions, describing the traffic impact (i.e. Lane Shift, Lane Closure, etc.) and procedures for implementing the Traffic Control Plan.
3. Attach a copy of Certificate of Liability Insurance (see item 2 within the Terms and Conditions).

Road Occupancy Permit Terms and Conditions - Please Read Carefully:

1. The Permit Application and all supporting documents must be received at least **five (5) business days** prior to the scheduled road occupancy.
2. The City of Kawartha Lakes requires the Applicant (and its Contractor, where applicable) to provide proof of insurance coverage, specifically “Comprehensive General Liability” insurance in an amount not less than \$2,000,000.00 per occurrence, including bodily injury, personal injury, contractual liability, non-owned automobile and cross liability and severability of interest clauses. **The Corporation of the City of Kawartha Lakes** shall be named as an “Additional Insured” under the policy

for the purposes of the permit activities.

3. In consideration of the issuance of this permit and other good and valuable consideration, the Applicant, their heirs, executors, administrators, or assigns, hereby agree to indemnify and save harmless The Corporation of the City of Kawartha Lakes, from any action, claim, damages, costs (including legal costs) or loss whatsoever, arising from operations carried out under this permit.
4. Every Applicant to whom a permit has been issued shall ensure that access for emergency vehicles to all public and private properties is available at any and all times.
5. When an extension is required, the Applicant shall apply for such extension at least **two (2) business days** in advance of the stated date of completion on this permit. The City of Kawartha Lakes must authorize time extensions before taking effect and failure to comply will render this Permit void.
6. Every Applicant shall abide and adhere to any applicable Law, By-law or Standard that may apply to an excavation or activity to be performed by the applicant within the City of Kawartha Lakes road allowance.
7. The Applicant shall, prior to the commencement of any work, obtain utility locates from all owners of utilities and shall comply with any instructions from the utility owners when working in proximity to their utilities.
8. If work is performed on waste collection day(s), the Applicant shall ensure that garbage and recycling pickup will be accessible.
9. The Applicant/Contractor is responsible for the restoration of all damaged pavement, back to existing or better conditions. Asphalt to be restored in the road platform, shall be done with the same type of materials, same thickness as the adjacent construction and should include a 600 mm lap joint. All work shall be in accordance with OPSS 310 & 1150.
10. If the work is performed during the winter control season, the road/sidewalk surface cannot be restored with gravel, but must be

compacted with cold patch until asphalt/concrete can be placed. All sidewalk replacement has to conform with OPSS 351, 353 and OPSD 310.010 to 310.060.

11. The Applicant/Contractor is responsible for restoration of all disturbed areas of landscaping and/or grass. Sod shall be used and the contractor has to ensure the survival of the sod.
12. The Applicant/Contractor shall report right away any **unplanned alteration or removal of the City's infrastructure**, so it can be added to the approved ROP file and remedial work can be requested by the City.
13. All repair costs are the sole responsibility of the Applicant/Contractor.
14. If hydro poles and anchors are being replaced, the old poles and anchors shall be removed completely, in a timely manner.
15. The applicant agrees that the City of Kawartha Lakes has the right to perform any necessary remedial work during the construction or warranty period caused by the applicant's operation, subject to the following conditions:
  - The City of Kawartha Lakes will give the applicant not less than 24 hours notice of any remedial work required, unless conditions call for immediate attention.
  - If at the expiration of the time allowed, the applicant or its contractor has not commenced remedial work to the satisfaction of the City of Kawartha Lakes, the City may undertake to have the remedial work completed by whatever means it deems necessary; and
  - The applicant agrees to reimburse the City of Kawartha Lakes for all costs involved.

Applicant Agreement: I hereby acknowledge the permit terms and conditions noted herein and agree to comply with same.

Signature:

Date:

Personal information contained on this form is collected pursuant to The Municipal Act, 2001, and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.

Approvals (For Staff Use Only):

Engineering (Design and Construction)

Comments or Notes:

Date:

Engineering (Technical Services):

Comments or Notes:

Date:

Is Municipal Consent required?

Yes

No

Roads Supervisor

Comments/Notes

Date:

Approval is granted for the above Road Occupancy subject to the terms and conditions noted under the Permit Terms and Conditions.

Name of Area Manager, Roads Operations:

Signature of Area Manager, Roads Operations:

Date: