



ROAD OCCUPANCY PERMIT

THE CORPORATION OF THE TOWN OF AJAX

OPERATIONS AND ENVIRONMENTAL SERVICES

800 Salem Road North, Ajax, Ontario L1T 0H4

P: 905.683.2951 F: 905.427.4003 E: rop@ajax.ca

Please **SUBMIT** this application to rop@ajax.ca directly or in person to the above address

All (*) fields are mandatory

PERMIT NO: _____

***Applicant Information** *day / month / year

(check the appropriate box)
 Property Owner Utility Owner
 Other Agencies; specify: _____
 Applicant's Name _____
 Company Name (if applicable) _____
 Address (Street & No.) _____
 City _____ Postal Code _____
 P _____ C _____
 E _____

Application Submitted _____
 Proposed Start Date _____
 Proposed End Date _____
 Final Restoration Date _____
 Permit Extended to _____

Associated Permit (s)

Municipal Consent # _____
 Crossing Parkland # _____
 Pool Permit # _____
 Apron Widening/
 Curb Cut Permit # _____
 Other (_____) # _____

***Contractor / Constructor Information**

Representative's Name _____
 Company Name (if applicable) _____
 Business Address (Street & No.) _____
 City _____ Postal Code _____
 P _____ C _____
 E _____

***Emergency Contact Information**

Name _____
 C _____
 E _____

***Location of Work**

Street Name _____ From _____
 _____ To _____
 Address / Unit # (if applicable) _____

***Work Description Details (provide scope of work and include associated impact to Town's Infrastructure ie. road, curb, catch basin, manhole, sidewalk, asphalt trail, bridge, culvert, tree, boulevard, streetlight, etc)**

(please include as much details as possible in order to avoid potential delays to the permit approval process)

***Traffic Control**

Traffic signage will be in accordance with the latest edition of Book 7 of The Ontario Traffic Manual - Temporary Conditions. Minimum 1 lane of roadway for motorists as well as sidewalk/trails for pedestrian access must be maintained at ALL times. Road closure(s) is NOT permitted without prior written approval.

Book 7 Traffic Control Plan Selected? Yes No N/A Traffic Control Plan No: _____
 Custom Traffic Control Plan Attached? Yes No N/A _____

***Authorization**

I / We agree to the conditions set forth on this application and assume all costs incurred by the Corporation of the Town of Ajax, liability for all damages which may be incurred and to indemnify and save harmless the Town from any actions, claims, suits or demands made against the Town by any persons arising from the issuance of this permit and as a result of the road occupancy. **[signature and date required on page 2]**

Signature of Applicant: _____ Date: _____

Conditions of Approval (Special Provisions) - if applicable

I/We also agree to the "Conditions of Approval (Special Provisions)"

Signature of Applicant: _____ Date: _____

Town of Ajax - For Office Use Only

_____	_____	Fee Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved By (please print)	Date Billed	Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	Traffic Control Plan Received <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	Date Issued	Insurance Certificate Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No

CONDITIONS OF PERMIT ISSUANCE

Permits are issued under the authority of the Road Occupancy/Road Closure By-law. A copy of which can be obtained at www.ajax.ca. The Applicant shall submit to the Corporation of the Town of Ajax a proof of Liability insurance; be responsible for insurance expiry date changes and provide updated copies. The requirements of this Road Occupancy Permit shall be performed to the satisfaction of the Director of Operations & Environmental Services, or designate; otherwise, the site may be closed until those requirements are met. If the Applicant should fail to meet the requirements of this permit, the Town may take such steps as deemed necessary to correct them at the expense of the person, company or agency responsible for the work, and this permit shall be deemed to have been withdrawn. In all cases, the decision of the Town is final. The Director or designate reserves the right to withhold approval, cancel or suspend this permit wherever and whenever it is deemed necessary. The Applicant accepts full responsibility for any damage caused by all related operations.

The Applicant agrees that all temporary reinstatement of works within the limits of the road allowance will be guaranteed and maintained safe. All restoration work is to be completed within 5 days of completion of the work unless otherwise approved by the Town.

The Applicant further agrees that all final reinstatement of works within the limits of the road allowance will be guaranteed and maintained safe for a **maximum of twenty-four months** from the date of final restoration.

This permit is not valid until all pages and copies are signed, approved as well as issued. A paper copy of this permit must be on site at all times. Permits are valid for the date, time, locations and type of work listed only. Where a time extension is required, the holder of the permit shall apply via email at rop@ajax.ca for such extension at least 24 hours in advance of stated date of re-opening. Time extensions must be authorized by a Town representative before taking effect. Failure to comply will render this permit void.

The Applicant will ensure all personnel working under this permit do so in accordance with Occupational Health and Safety Act (Ontario) for Construction Projects. Trench safety must be in accordance with current Ministry of Labour Standards (M.O.L. trench numbers must be available).

When applicable, the Applicant shall notify all utilities and/or obtain any necessary utility service locates. If the road is restricted to traffic in any way, the Applicant is required to notify by email and/or fax the following agencies:

Durham Regional Police	communicationssupervisors-distributionlist@drps.ca & 492@drps.ca
Region of Durham (Ajax Depot)	Works-AjaxDepot@durham.ca
Durham District Schools	ajax@dsts.on.ca
Durham Catholic Schools	ajax@dsts.on.ca
Ajax Operations & Environmental Services	905-427-4003
Ajax Fire Department	905-683-8119
Durham Transit – West	905-427-3473

Town of Ajax’s general conditions, current standards and the Ontario Provincial Standard Drawings/Specifications Manuals form an integral part of this permit. The Applicant shall refer to www.ajax.ca for applicable conditions, standards and specifications.

Prior to any excavation, an underground locate must be obtained from all utilities and a copy of the stakeout report(s) must be on site, at all times. The Applicant must ensure that all storm sewer connections and repairs shall be made as specified by the Town of Ajax and under the supervision and inspection of a Town representative. All services will be protected and supported to the satisfaction of the utility concerned.

All construction shall be completed in accordance with the Town of Ajax Noise By-Law and be restricted to the hours of: 7:00 am to 8:00 pm Monday to Thursday; 7:00 am to 5:00 pm Friday; and 9:00 am to 5:00 pm Saturday, unless otherwise authorized by the Town of Ajax excluding statutory and civic holidays.

Roads shall not be closed unless expressly stated and approved. For **EMERGENCY ROAD CLOSURES** call the front desk at **905-683-2951** during business hours and **905-683-3011** during after hours, as soon as possible. Traffic control must be utilized in accordance with the latest Book 7 of the Ontario Traffic Manual – Temporary Conditions.

Traffic and regulatory signs will not be removed, dismantled, or in any way altered so as to affect the normal function of the sign.

Crash attenuation devices will not be removed, dismantled, or in any way altered so as to affect the normal operation of the equipment. Where a crash attenuation device conflicts with the conditions of this permit, the Applicant must contact Town of Ajax Operations & Environmental Services for review.

NOT ALLOWED: STORAGE OR PLACEMENT OF STORAGE BINS, MOVING PODS, EQUIPMENT, MATERIALS ON THE TRAVELLED PORTION OF A HIGHWAY AND WITHIN AREAS DESIGNATED AS A NO STOPPING OR NO PARKING ZONE

Excavations left open at the end of the work day shall be barricaded and marked to prevent unsafe situations to the public.

All barricades, signs, signals and traffic control devices associated with the work shall be supplied, erected and maintained by the Applicant.

Mud tracking is not permitted. The road surface and sidewalks/walkways are to be kept clear of obstructions and debris. Streets and sidewalks/walkways must be cleaned at a regular interval (maximum of 4 hours) and at the end of each work day.

All restoration work is to be completed within 5 days of completion of the work unless otherwise approved by the Town. The Applicant accepts the Town’s right to perform any necessary remedial work caused by the Applicant’s operation, subject to the following conditions:

- a) At least 24 hours prior, verbal and written notification will be given to the Applicant of any required remedial work, when this time elapses the Town will undertake the repairs. All costs associated with this action plus an administration fee will be charged to the Applicant
- b) When it is deemed a **PUBLIC SAFETY** or an **EMERGENCY** situation, the Town will perform immediate repairs. All costs associated with this action plus an administration fee will be charged to the Applicant.

PARKING SERVICE VEHICLES ON BOULEVARD IS STRICTLY PROHIBITED

Boulevard restoration will consist of backfilling with clean, non-frozen native materials, properly compacted so as to prevent settlement. New sod (no. 1 Nursery stock) installation shall consist of a minimum combined depth of 150mm of topsoil and sod, countersunk and rolled to match the surrounding area. The Applicant will water new sod for 10 days and ensure successful growth. Ditches, culverts and driveway entrances shall be repaired or replaced promptly. Seeding is not permitted. There will be no landscaping work permitted within the Town of Ajax boulevard at any time.

Tree protection shall be provided in accordance with the Town of Ajax’s **Barrier - Tree Protection AS-705**. No tools, equipment or material are to be stored in the tree protection zone at any time.

Small excavations or pits in the boulevard will be covered with a minimum of 20mm plywood, secured and surrounded by a minimum of 1200mm high snow / construction fencing to prevent access. The excavated material may be stockpiled on the boulevard provided there is sufficient room and the material does not encroach on either the traveled portion of the road, a sidewalk, a driveway or within a tree dripline.

SIDEWALKS & TRAILS MUST NOT BE CUT OR REMOVED WITHOUT PRIOR NOTIFICATION TO THE DESIGNATED TOWN REPRESENTATIVE

When sidewalk impacts cannot be avoided the following conditions will apply:

- All forms of pedestrian traffic must be considered and maintained
- During the SUMMER months the area is made safe by placing 20mm plywood over the hole and surrounding the site with construction fence.
- During the WINTER months the area is made safe, secured and marked with steel plates, pylons as well as orange spray paint respectively for safe sidewalk winter control maintenance.
- Backfill of sidewalk and trail may consist of unfrozen native material or 19mm crusher run limestone; matching existing lift height & % compaction as per Ontario Provincial Standard Specification (OPSS).
- Any undermining of the sidewalk must be notified to the designated Town representative immediately in order to mark up bays as deemed necessary for full removal and replacement.

Temporary restoration of sidewalk will include a minimum 75mm of:

- either cold or hot mix asphalt during the SUMMER months
- hot mix asphalt only during the WINTER months

The Applicant will undertake all final sidewalk and asphalt trail restoration in accordance with our current standards.

OPEN CUTTING OF THE ROAD IS NOT PERMITTED UNLESS PRIOR APPROVAL IS OBTAINED

First priority will be given to “trenchless” technology. Temporary restoration of an approved road cut will include compacted granular material and a minimum of 75 mm of HL-8 asphalt ONLY.

The Applicant will undertake all final asphalt restoration in accordance with Town of Ajax’s current standards. Asphalt pavement design and granular subbase are to be restored and completed in kind, including Town of Ajax’s **Surface Pavement Joint Treatment AS-250**. Unless otherwise stated, at a minimum depth backfill material will be 450mm of Granular B followed by 150mm of Granular A, or approved equivalents, as to create a minimum Granular Base Equivalency (GBE) of 530 for local residential roads, 730 for collector roads, 830 for arterial roads compacted to 100% of standard proctor density at optimum moisture content. The Applicant is required to submit compaction test results (at the Applicant’s expense) to the Town within ten days of completion. Alternative backfills may be approved, on a site-specific basis.

I/We, the Applicant also agree to the “Conditions of permit issuance” on this page.

Applicant’s Signature: _____

Date: _____