



Road Occupancy Permit

**Town of Milton
Engineering Services**
150 Mary Street
Milton, ON L9T 6Z5
905-878-7252 x2500
Engineering@milton.ca

For Office Use Only:	Permit No.	
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Personal information on this form is collected under the authority of sections 11 of the Municipal Act, 2001, SO 2001, c. 25, and will be used for the purpose of administration.

General Information

M.C. No.		Building Permit No.		Site Plan No.	
Property Address					

Applicant Name				
Address				
Company				
Business No.		Cell No.		
Email				

Type of Work and Purpose	Location
Repair _____	Road Name _____ Road No. _____
New _____	At / Between _____
Occupancy _____	Legal Property Description _____
	Plan No. _____

<input type="checkbox"/> Boulevard Cut	<input type="checkbox"/> Pavement Cut	<input type="checkbox"/> Fiber	<input type="checkbox"/> Sidewalk Cut	<input type="checkbox"/> Augered/Bored Road Crossing
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Special Provisions:

- The Applicant agrees to:**
- 1) Accept full responsibility for the protection of all utilities, private property and persons affected by his/her operations;
 - 2) Provide proof of liability insurance (\$5,000,000 minimum) naming the Town of Milton as additional insured;
 - 3) Indemnify and save harmless the Town of Milton and all assets and personnel it is in law responsible for.

- **Proof of Insurance must be presented at the time of the permit application. Without valid proof of insurance, this application will not be processed and a permit will not be issued.**
- **This permit does not constitute site plan, M.C. and/or service connection approval.**
- **Town Permit Inspector must be notified at least 48 hours prior to commencement of work or this permit is not valid.**
- **Failure to comply with all conditions will void this permit.**

Duration Required	Duration Approved
From: _____	From: _____
To: _____	To: _____

General Conditions

1. All works carried out under this permit must be completed in accordance to the **Town of Milton Restoration Standards** and to the satisfaction of the Town of Milton.
2. All work within the Municipal Right of Way or other Town property shall be carried out by the Town of Milton or the Town of Milton's contractor, at the sole cost of the applicant, as determined by the Director.
3. The Applicant assumes **all responsibility of existing site conditions** within the location of the proposed works. Any pre-existing conditions may be field verified/noted by the Town's Permit Inspector at least 48 hours prior to commencement of works.
4. **If road is unassumed, written concurrence is required by the developer.**
5. Prior to commencing work, stakeouts must be obtained from all utilities in the Town of Milton.
6. When working, a copy of this permit and stakeouts must be on site at all times.
7. This permit is not valid until signed by the Town of Milton.
8. **Construction plans/drawings must be submitted at all times with application.**
9. **A copy of the permit or written notification of completion of work must be provided to the Town of Milton for final approval and warranty.**
10. Positive drainage shall be maintained during the course of the work.
11. **No work is to be done during rush hour period (7:00 a.m. to 9:00 a.m., or 4:00 p.m. to 6:00 p.m.) on the travelled portion of the roadway.**
12. All signs and equipment must be off the travelled portion of the roadway before 9:00a.m., or after 4:00 p.m.
13. _____ Lane(s) of traffic must be maintained during working hours as per OTM Book 7.
14. All lanes of traffic must be maintained when not working.
15. All utilities shall be protected and supported, to the satisfaction of the affected utility.
16. The road surface and sidewalks shall be kept clear of obstructions or debris, to avoid hazard or inconvenience to the public.
17. Mud tracking or dust nuisance shall not be allowed. Any accumulation must be cleaned from the road and/or shoulders immediately. Failure to do so could result in the Town causing the cleaning to be carried out at the Applicant's expense and/ or charges under the Town's Obstructing Highways By-law (97-2000) as amended.
18. The Applicant shall not cut, trim or interfere with any trees (including roots) in the right-of-way without Town of Milton approval.
19. All changes and/or deviations from the approved plans and/or location shall be subject to re-approval by the Town of Milton.
20. The use of steel plating within the travelled portion of the R.O.W. **shall not** be permitted unless preapproved by the Town of Milton.
21. The road shall not be closed without the consent in writing of the Director, Engineering Services.
22. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary closing of an entrance, unless an emergency.
23. The applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights, necessary for the protection of the public and the safe operation of the installation, at the applicant's own expense, as per the Ontario Traffic Manual (OTM), Book 7, Temporary Conditions latest revision. (Note: This manual depicts minimum standards, additional signing may be required)
24. All disturbed or affected areas to be maintained and guaranteed for **two years** after completion and acceptance of the work by the Town, at the applicant's expense.
25. 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) The Director, Engineering Services will give the applicant not less than twenty-four (24) hours notice of any remedial work required, except for emergency work.
 - b) If at the expiration of the time allowed, the applicant or his/her contractor has not commenced remedial work to the Director's satisfaction, the Town of Milton may undertake to have this work done by whatever means it deems necessary.
 - c) The applicant agrees to reimburse the Town of Milton for all costs incurred under 22a) and/or 22b) and/or to supply the Town with a Security Deposit, for a specified amount, where applicable as noted in the Road Cut and Entrance By-Law.
26. Access for emergency vehicles and driveways must be maintained at all times.
27. Vehicles are not permitted to park any closer than 3.0 m from fire hydrants; 6.0 m from crosswalks (marked or unmarked). No Stopping Zones (Full-Time, Part-Time, or rush hour) must be adhered to. Any hoses, cords, or pipes that cross the sidewalk must be ramped. Pedestrian traffic must be controlled on the pedestrian right of way when it is necessary to cross the right of way.
28. If a lane closure is required, the Applicant must submit a traffic control plan with the permit application. The traffic control plan must be in compliance with the OTM Book 7 Temporary Conditions latest revision.
29. By signing this application, the Applicant agrees that they have reviewed By-Law No. 35-2016 and further that the Applicant will comply with all requirements set out in that By-Law.