APPLICATION FOR ROAD OCCUPANCY PERMIT
By-law No. 2018-069

Public Works Department
1024 Hurlwood Lane
Orillia, ON

Permit #: _____

General Information (Do Not Complete Shaded Areas)

Company Name:

Address:

Business Telephone No.: Email:

Applicant's Name:

After Hours Contact: Telephone No.:

Type of Work and Purpose

☐ Repair: _____

☐ New: _____

☐ Road Cut ☐ Entrance ☐ Survey
☐ Boring / Trenching ☐ Tree Work ☐ Other Occupancy

Location

Road Name: _____

Nearest Address: _____

Between Intersection 1: _____

Intersection 2: _____

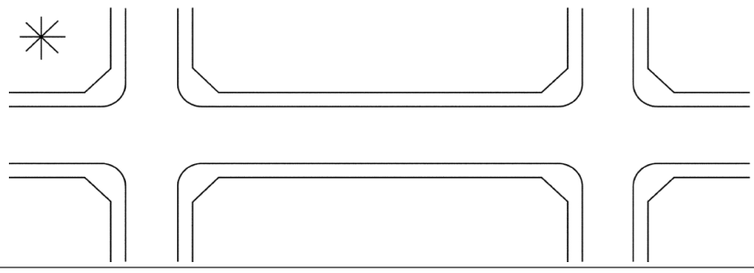
Insurance Certificate : Provided ☐ Yes ☐ No

Traffic Control Plan : Provided ☐ Yes ☐ No

Drawing

Access Width: _____ ☐ Culvert - Length: _____ Diameter: _____ ☐ Curb Cut - Length: _____ ☐ Paved ☐ Gravel

Indicate North



Road Occupancy Permit Fees

☐ $125.00+HST Permit Application Fee (Non-refundable)
☐ $250.00+HST Road Cut Application Fee (Non-refundable)

Road Cut Permit Fees

☐ $40.00 / sq.m 0-15 years Pavement Degradation Fee
☐ $25.00 / sq.m 16-30 years Pavement Degradation Fee
☐ $0.00 / sq.m > 30 years Pavement Degradation Fee

Conditions for Issuance (Special Provisions)

The Applicant agrees and accepts full responsibility for the protection of all utilities, private property, and persons affected by his/her operations and further agrees to maintain liability insurance as per By-law No. 2018-069 naming the Township of Severn as additional insured ($5,000,000 min.); and further indemnify and save harmless the Township of Severn and all assets and personnel it is in law responsible for.

Failure to comply with all conditions will render this permit void.
It shall be the applicant's responsibility to ensure compliance with site plan, zoning, connection approval and all other relevant regulations

Duration Approved, From: To:

Duration Required, From: To:

Township of Severn Approval	Date

Applicant's Signature	Date

Final Inspection	Date

Application Fee ☐ Paid Amount $ _____
Pavement Degradation Fee ☐ Paid Amount $ _____
Security Deposit ☐ Paid Amount $ _____

General Conditions

1. Prior to commencing any excavation work, locates must be obtained from all utilities in the Township of Severn. www.on1call.com
2. The Township must be notified 48 hrs before work is to commence and upon completion of work / restoration of site. (705) 325-2315
3. When working, a copy of this permit, utility locates, and construction plans (where applicable) must be on site at all times.
4. Traffic Control Plans must be in accordance with Book 7 of the Ontario Traffic Manual – Temporary Conditions.
5. Permit Holders shall provide final as-constructed drawings in electronic format (upon request).
6. Positive drainage shall be maintained during the course of the Work.