



Application for a Road Excavation / Occupancy Permit

Public Works

Roads Department
183 Main Street of Delhi
Delhi, ON N4B 2M3
519-582-2100 or 519-428-0020

Accessible formats and communication
supports available upon request

Contractor: _____

Address: _____

Telephone: _____ Fax: _____

Contact: _____ Cell: _____

Proposed Date of Work: _____

Description of Work: _____

Work Performed For: _____

Location of Excavation: _____

Lot: _____ Concession: _____ Township/Town/Village: _____

Said Excavation is approximately (size) _____

Requirements:

- **24 hours** notification required to the County Roads Department prior to commencement of excavation
- A COI (Certificate of Insurance) with proof of at least \$2 Million (per occurrence) Commercial General Liability, Cross Liability, \$2 Million Non-owned Auto, and \$2 Million Products and Completed Operations coverage. Also required is \$2 Million Liability limit under a Standard Automobile Policy. An endorsement certifying that **The Corporation of Norfolk County** is added as additional insured on the policy with 30 days written notice of cancellation.
- Applicable permit fee and deposit are established in Norfolk County's most current User Fees & Service Charges By-Law.
- The deposit will be retained for a minimum period of **one year** or until the road restoration is completed and deemed acceptable by the General Manager, Public Works or designate.
- Where the restoration work fails to meet the satisfaction of the General Manager, Public Works or designate and the contractor has been notified and given reasonable opportunity to

restore any deficiencies, the County will complete the restoration making use of the contractor's deposit to cover the expense. Failure on the part of a contractor to complete restoration work and/or correction of any deficiencies may affect their ability to obtain permits in the future.

- To backfill all excavation prior to 4:00 p.m. If not applicable, please contact the Roads Department.
- To provide and implement a traffic control plan conforming to County requirements: (Book 7 Ontario Traffic Manual for Temporary Conditions).
- To comply with all applicable Federal, Provincial or Municipal statues and regulations and the undersigned agrees to notify the Ontario Provincial Police, EMS, School Board, Fire and Rescue Service and all Utility Companies at least 24 hours prior to the commencement of said excavation, and further to comply with the provisions of The Municipal Act, Section 280, Chapter M-45, R.S.O. 1990, as amended.
- To indemnify and save harmless The Corporation of Norfolk County its servants and agents from all manner of actions, causes of actions, suits, debts, dues, accounts, bonds, nature arising from the excavation to be carried out pursuant to the provisions of the undertaking.
- If this permit is for the construction of a Municipal Drain, enter all information below as outlined.
- Name of Drain: _____
- Lot: _____ Concession: _____ Geographic Township: _____
- All requirements contained in the Occupational Health and Safety Act, Chapter 0.1, R.S.O. 1990, as amended are to be followed.

Specifications to Excavate and Backfill a County Road

1. All disturbed grass areas to be restored with topsoil and sod to original condition or better. The contractor is responsible for watering sod for first 48 hours.
2. All asphalt pavement and all concrete sidewalk and curb and gutter to be saw cut prior to removal.
3. All concrete work and asphalt pavement work to be completed by a Norfolk County approved contractor.
4. All trench backfill to be suitable native material compacted by approved compaction equipment to 100% Proctor density.
5. Granular base material must match existing depths and be compacted by approved compaction equipment to 100% Proctor density.
6. All disturbed asphalt pavement to be restored with hot mix asphalt matching existing layers using HL8 for the base and HL3 for the top lift. Restoration of asphalt pavement shall be completed within 48 hours from time of completion. The surface layer must be "keyed in" by milling off the upper lift of existing asphalt adjacent to the trench for a minimum distance of 150mm from the trench edge and to the required depth to facilitate the required HL3 surface course.
7. In the winter months, if asphalt is not available, pavement shall be restored with a cold asphaltic concrete patch and re-excavated and restored as previously outline by the end of May. The area of the existing pavement to be covered, as well as the face of the asphalt cut

shall be thoroughly and uniformly painted with coalesce or other approved liquid asphaltic material.

8. All disturbed curb and gutter and sidewalk areas to be restored according to Ontario Provincial Service Drawings (OPSD) and Ontario Provincial Standards Specifications (OPSS) within 48 hours.
9. Failure to meet any of the above conditions/requirements may result in this permit being revoked and may also preclude the issuance of future permits.

Note: This is only an application for a road excavation/occupancy permit and does not constitute final approval by Norfolk County staff, nor does it replace the permit form issued once approval has been granted by the appropriate staff.

All cheques are made payable to “Norfolk County” in Canadian funds.

Office use only

Fee: _____

Date received: _____

Cash Receipt Number: _____