Corporation of Norfolk County
12 Gilbertson Drive
Simcoe, ON N3Y 3N3
Phone: 519-426-5870
Email: askus@norfolkcounty.ca

APPLICATION FOR A ROAD OCCUPANCY PERMIT

CONTRACTOR: _____

ADDRESS: _____

_____

PHONE NUMBER: _____ EMAIL: _____

CONTACT: _____ CELL: _____

PROPOSED DATE OF WORK: _____

DESCRIPTION OF WORK: _____

_____

WORK PERFORMED FOR: _____

LOCATION OF EXCAVATION_____

LOT_____, CON _____, TOWNSHIP/TOWN/VILLAGE _____

SAID EXCAVATION IS APPROXIMATELY _____

_____

REQUIREMENTS:

- **24 HOURS** notification required to the County Roads Division prior to commencement of excavation
- A COI (Certificate of Insurance) with proof of at least $2 Million (per occurrence) Commercial General Liability, $2 million Cross Liability, $2 million Non-owned Auto, and $2 million Products and Completed Operations coverage. Also required is $2 million Automobile and naming **The Corporation of Norfolk County** added as additionally insured on that policy with 30 days written notice of Cancellation.

REVISED MAY 2024

- To pay Norfolk County the applicable administration fee of $276.00

- To Provide two (2) deposits for ease of administration. Deposit 1 of **$40,000.00** deposit 2 in the amount of **$3,000.00** – for a total of **$43,000** as security. The security shall be in the form of: a) cash, cheque, debit or credit or b) an irrevocable letter of credit in a form acceptable to the County Treasurer, or c) a bond.

- The **$40,000.00 deposit** will be retained for the duration of the construction of the mainline work. Once these works are completed, verified by the inspector and deemed acceptable by the County, the $40,000.00 deposit will be returned.

- The **$3,000.**00 deposit will be retained for a period of **ONE YEAR following the completion and acceptance of the main line works** or until the road restoration is acceptable and to deduct any amount required to restore the county road to the satisfaction of the Manager of Roads. It being understood that any excess over and above the amount required to restore the County road to this standard is to be rebated to the undersigned. Conversely, any amount in excess of $3000.00 required to the County road will be at the Contractor's expense.

- To backfill all excavation prior to 4:00 pm. 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 statutes and regulations and the undersigned agrees to notify the Provincial Police, Ambulance Service, School Board, Fire Department 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: _____Con: _____, 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 for the Sanitary Extension works on Norfolk Street – Waterford

1. All work is to be undertaken in accordance with Drawing Project No. 21-012 Rev. date May 10, 2023 as designed by Vallee Consulting Engineers, Architects & Planners.

2. 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.

3. All Asphalt pavement and all concrete sidewalk and curb and gutter to be saw-cut prior to removal.

4. All concrete work and asphalt pavement work to be completed by a Norfolk County approved Contractor.

5. All trench backfill to be suitable native material compacted by approved compaction equipment to 100% Proctor density.

6. Granular base material must match existing depths and be compacted by approved compaction equipment to 100% Proctor density.

7. 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 hrs from time of completion. **The proposed work entails placement of a new top wearing surface across the entire width of Norfolk Street per the limits defined on the approved plan. Given that this roadway is urbanized, the existing top surface shall be milled 40mm in depth in order to place the new wearing surface and match grade at the existing gutter line. Top surface works will be planned to avoid the winter months. Should this be the case, the trench line shall be temporarily restored with top asphalt only in the trench line area for over-wintering. The areas of milled pavement t shall be thoroughly and uniformly painted with coalesce or other approved liquid asphaltic material prior to top asphalt placement.**

8. All disturbed curb and gutter and sidewalk areas to be restored according to OPSD & OPSS Standards and Specifications 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

FEE: _____ DATE RECEIVED: _____CASH RECEIPT #: _____