



County of Wellington Engineering Services - Roads Division

Road Occupancy Policy

Given that it is considered advisable to control the construction and installation of any utility, structure or facility on or within a County of Wellington Right-Of-Way, consent is required from the County. It is herein resolved that the following policy statement be adopted as a guidelines to control Road Occupancy on County Roads.

The Applicant agrees to the following conditions:

1. Prior to the issuance of a Permit, the applicant shall provide the following to the satisfaction of the Road Division:
 - a. A valid Certificate of Insurance, in the form acceptable to the County with respects to liability for property damage and personal injury for a minimum amount of \$5,000,000.00 for any one accident or occurrence shall name the County of Wellington as co-insured and remain in force until the County approves the work,
 - b. Supportive material requested by the County Road Division,
 - c. Application fees:
 - i. Basic installation \$100
 - ii. Fibre Installation \$250
 - d. A Security Deposit of \$500 + \$5.00 per metre for work greater than 100.0 metres in length.
2. The Applicant agrees to indemnify and save harmless the County of Wellington from all actions, causes of action, suits, claims, demands and costs whatsoever arising by reason of the Applicant, his agents or employees doing, failing to do, or doing incorrectly or negligently anything the Applicant is required to do under the terms of this Permit and will be responsible for damages, injuries or accidents resulting from any of their operations, or caused by reason of the existence or location or condition of the construction site, or any materials, plants, equipment or vehicles used in connection with the works performed as a result of this Permit.
3. Permits will be processed after all the necessary information has been submitted to the County's Roads Division.
4. This Permit does not relieve the Applicant from their responsibility of obtaining all other necessary permits, approvals and plant locations.
5. The Applicant agrees to contact the Area Foreman as specified on the Permit General Conditions (Condition #2) at least two (2) working days prior to commencing works. Failing to do so will result in a \$250.00 charge to the applicant and possible delays to the start date.

6. A copy of the Permit must be available on the job at all times, during actual construction.
7. Upon completion of the work, the Applicant shall complete the following to the satisfaction of the County Road Division:
 - a. Restore all subsurface works including the compaction of backfill material,
 - b. Restore all areas affected by the work to current County or OPS Standard to the satisfaction of the County Roads Division,
 - c. Disturbed surface grassed areas are to be backfilled with topsoil and hydroseeded,
 - d. Additional restoration may be required and will be outlined on the permit.
8. Directional boring is the preferred process for crossing the roads travelled portion. In the event that boring is not an option then open road cut will be allowed with the following conditions:
 - a. All open cuts and disturbed areas are to be backfilled and compacted with native materials to granular base. Balance of the excavation to be filled with approved Granular material that is compacted to 100 percent standard proctor density,
 - b. Roads with concrete base are subject to conditions 37 to 41 of the Road Occupancy Permit application,
 - c. The Applicant is to insure that temporary restoration is done using cold mix asphalt as a minimum and is completed the same day before allowing traffic to flow over trench cuts. The Applicant responsible for its maintenance until final restoration is completed,
 - d. The Applicant is to insure that permanent restoration is completed within ten (10) working days, repaired with hot mix asphalt and no hard joints allowed. The original surface is to be milled back 1.0 metre in both directions for a step joint then paved.
9. The Applicant shall guarantee the workmanship and materials of all the work performed under Sections 7 & 8 within the Right-Of-Way for a period of twenty four (24) months from the date receiving the County's approval of the work.
10. The County may withhold approval of future Road Occupancy Permits until Part 9. is complied with.
11. Upon the completion of the permanent restoration works, the County shall reimburse the Applicant any excess monies deposited not used by the County to restore works and the Applicant shall reimburse the County for any costs of restoration above the monies deposited with the County within thirty (30) days of receiving any invoice for payment from the County.
12. The Applicant shall be responsible for all damages to all existing services when such damages arise out of the work undertaken by the applicant.
13. The Applicant is responsible for notifying the County of Wellington staff concerning existing damage to municipal owned infrastructure prior to the issue of the Permit.