



United Counties of Leeds and Grenville

Public Works Division
 Consent Granting Authority
 Forestry
 Planning
 Roads

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 Brockville, ON K6V 4N6
 T 613-342-3840
 800-770-2170
 F 613-342-2101
www.leedsgrenville.com

ROAD CUT PERMIT

Please submit the completed Application Form and all supporting documents to roads@uclg.on.ca

PERMIT NUMBER:	Date:
Location of Proposed Work (Civic Address <u>with</u> County Road Number):	Municipality:
Reason for Road Cut:	
Description of Proposed Work (boring or open-cut):	
Start Date:	Completion Date:
Applicant/Permit Holder:	Address and Contact Information:
Company Contractor:	Address and Contact Information:

REQUIRED DOCUMENTS CHECKLIST
<input type="checkbox"/> Municipal Consent # – a copy of the MC letter authorizing the work must be attached to this request
<input type="checkbox"/> Insurance Certificate (\$5,000,000 Liability – Naming the United Counties of Leeds and Grenville as Additional Insured)
<input type="checkbox"/> Road Excavation Sketch Detailing Scope of Work with Cut Dimensions
<input type="checkbox"/> Traffic Management Plan (OTM Book 7) – a copy must accompany this request
<input type="checkbox"/> Location Map (Google map with satellite view and GPS coordinates)
<input type="checkbox"/> Signed Terms & Conditions
<input type="checkbox"/> Road Cut Permit Fee of \$150.00 (refer to By-Law 23-24)

A minimum of three (3) weeks is required to process the permit request

FOR OFFICE USE ONLY:

Reviewed and Approved By:	
/	
Patrol Supervisor Name / Signature Email:	Date

The permit holder shall notify the above Roads Patrol Supervisor 48 hours prior to commencing work and at the completion of the road activity for inspection.

where **lifestyle**
grows good **business**

synonyme de **qualité de vie**
et de **réussite** en affaires

TERMS AND CONDITIONS

1. This Road Cut Permit is valid for one (1) year from the date of issue unless an extension has been granted.
2. The Contractor must ensure the excavated granular and pavement materials are kept separated and free from any earth material. **The granular and pavement materials shall be disposed of and the native material should be stockpiled and reused as backfill if possible, due to concerns with settlement, heaving, or deformation of the road surface over the winter season with this type of excavation.**
3. The final reinstatement and resurfacing of the road cut shall ensure the asphalt joint between the existing pavement and the asphalt patch is located on the centreline of the road or in the centre of the driving lane. In no case shall an asphalt reinstatement joint fall within the vehicle wheel path. This is not a concern if the entire width of the road must be excavated and reinstated. **The roadway is to be resurfaced within 48 hours (2 days) of excavation.**
4. A utility line placed and covered with granular bedding, native backfill shall be placed and compacted up to the existing subgrade (the bottom of the layers of granular material under the existing road). If the soil is determined to be a heavy clay at this location, thin lifts of backfill with compaction by static rolling (no vibration), or else a small sheep's foot roller, is required. The depth of the existing pavement and granular material are to be matched with 90mm of HL3 asphalt, placed in two lifts, and 150 mm of Granular "A" over Granular "B".
5. The Contractor shall reconnect any storm sewer pipes or a sub drainage system encountered in the excavation area prior to backfilling. A sewer bypass plan or dewatering plan for drainage of the excavation shall be implemented in consultation with the Counties if a storm sewer must be temporarily disconnected or the excavation pit begins to fill up with groundwater. Any permits and approvals required for construction dewatering are the sole responsibility of the Contractor.
6. The Counties require two (2) days notification prior to the starting and completion date to allow inspections to be undertaken during the construction period. **A copy of the traffic control plan to provide warning and guidance to all users of the road must accompany the road cut request.** It shall meet the requirements of Book 7 of the Ontario Traffic Manual and be the sole responsibility of the Contractor to implement, maintain, and remove.
7. Provincial and Municipal permits and approvals required for the work is the responsibility of the Contractor to obtain. Traffic control devices should be according to the traffic control plan as amended by any direction that may be received from the O.P.P. or the Ministry of Labour during the course of the work. Please notify the Ontario Provincial Police, the local Fire Department and Paramedic Services, the local Municipality, affected local businesses and the Student Transportation of Eastern Ontario (STEO) prior to any full or partial road closures. It is further understood that the construction will not affect entrance to local residences. Traffic control will be set up with emergency vehicles and buses given priority and will be flagged through the construction zone.
8. The Counties requires that the Contractor repair any damages to roads, lighting, walkways or curbing that result from the work, and any deficiencies that appear in the completed work all to the satisfaction of the Counties.



9. Where approved directional drilling, boring, or jacking installation methods are used for any subsurface road crossings that results in settlement, heaving or deformation of the road surface **within twelve (12) months from the date of completion of the work, the damage to the road surface shall be repaired by the permit holder within two (2) months of notice** to the satisfaction and acceptance of the Counties.
10. The permit holder is responsible for any road surface repairs deemed necessary to correct settlement, heaving or surface discontinuities resulting from the utility works considered by the Counties to be unacceptable. The means and method of the repair is at the discretion of the Counties.
11. Any costs incurred by the Counties for road repairs resulting from improper reinstatement of the road cut or damages to the road surface will be recovered from the permit holder and **failure to do so may result in the denial of future road cut permits until the deficiencies have been rectified.**
12. The reinstatement of all road cuts must be done to current Ontario Provincial Standard Specifications & Drawings and comply with the Counties standards & specifications as amended.
13. As-built drawings must be submitted to the Counties **within 90 days** from the date of completion.
14. The Contractor is responsible for obtaining all applicable utility locates prior to the start of any work.
15. This permit is valid on the basis that all comments and conditions placed on Municipal Consent # _____ dated _____ are adhered to and respected during construction (if applicable).

DECLARATION OF APPLICANT

I hereby acknowledge the requirements and conditions of the road cut permit stated above and agree to repair to the Owner's satisfaction any damages or deficiencies from the work.

Company Representative Signature

Date

Name (Please Print)

Title



DETAILED SKETCH (SCOPE OF WORK)

The below sketch shall include proposed cut dimensions and offsets where excavation is required in the right-of-way.

Additional Comments Relevant to the Proposed Works: