



Owen Sound

STANDARD POLICY

S.P. NO: 060

PAGE NO. 1 of 4

DATE: Sept 19/07

SUBJECT:
Street Occupation Permit – Road Closure Notification Procedure

DEPARTMENT:
Operations
DIVISION:
Engineering

COUNCIL AUTHORITY OR STAFF APPROVED:

Sept 19/07 Operations Advisory Committee
Council Resolution – October 22, 2007
November 21/07 Operations Advisory Committee
Council Resolution – Dec. 17/07
By-law 2013-030

NEW:

REVISED: X

DATE: Feb 11/13

When a person, company or contractor (applicant) requires work to be done that encroaches in anyway within the City right of way, it is necessary to obtain a Street Occupation Permit (SOP). SOPs are not required for work done by the City of Owen Sound. The charge levied for issuing an SOP is set out in the Fees and Charges By-law, as amended from time to time.

SOPs should be issued for a time period to be specified on the SOP and determined by mutual agreement between staff and the applicant.

A maximum period of up to three (3) months is allowed under an initial or one time permit, although the period specified may be less. Should an applicant require an extension beyond the initially time period, the “Street Occupancy Permit Extension” fee as set out in the Fees and Charges By-law, as amended from time to time, would be charged and to re-issue the SOP for up to an additional three month period. The permit can be renewed as many times as the applicant requires, based on meeting updated requirements of permitting the street occupation, but Engineering Services reserves the right to not issue or re-issue any SOP if the required criteria can not be met. The standard SOP form would be revised to indicate the initial or one-time permit period and additional renewal period(s) and charges, if the latter is applicable.

The attached two sided SOP form (Revision August 13, 2010) is approved under City By-law 1995-195 and may be revised from time-to-time without amending the by-law itself.

The primary purposes of the SOP are to ensure the applicant has:

1. Provided proof that the applicant has at least \$2,000,000 liability insurance with the City named as additional insured.



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2. Provided a deposit, if applicable, to reinstate the roadway as required and/or ensure obligations of reinstatement.
3. Prepared a traffic control plan in accordance with traffic protection legislation.
4. Obtained all utility locates and permits and approvals from other agencies.
5. Provided access for public and private property and provided notice to affected property owners.

For a Street Occupation Permit that requires a road closure the following agencies are to be notified by the Engineering Services Division (usually by facsimile transmission) when the permit is issued:

1. Grey County EMS (Ambulance)
2. City Police Service
3. City Fire & Emergency Services
4. Intertownship Fire – Rescue
5. Bayshore Broadcasting
6. City Transit System
7. OPP
8. Grey County TAPS
9. Laidlaw Transit (School buses)
10. The Sun Times
11. City By-law Division
12. DIA (if applicable)

The person, company or contractor (applicant) that obtains a Street Occupation Permit (SOP) for the purpose of a road closure is to provide 48 hours of notice to the affected property owners that are adjacent to the blocks or blocks or road being closed as well as a telephoned confirmation to the above noted emergency services.



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A copy of the Road Closure Notice form is attached as part of this policy.



Operations Department
 Engineering Services Division
 1900 20th Street East
 Owen Sound, ON N4K 5N3

Schedule 'A' to By-law 2010-169
Street Occupation Permit

Applicant: _____ Address: _____ City: _____ Prov.: _____ Code: _____ Phone: _____ Fax: _____ e-mail (Optional): _____ Occupancy Date: _____ Permit Expiry Date (90 days max.): _____ Location Address and Description of work to be performed: _____ 	CONTACT INFORMATION Site Supervisor: _____ Name: _____ Phone: _____ After Hours Contact: _____ Phone: _____ <div style="border: 2px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Permit No. </div>
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Road Closure Yes No Single lane Multiple lanes Full Various locations

Road Classification Arterial Collector Local **Surface Treatment:** _____

Detour Via: _____

Excavate Roadway Curb Sidewalk Boulevard Entrance

Purpose Main Line Extension Service Lateral(s) Relocation Maintenance Abandonment

SECURITY DEPOSITS

Road Cut area	_____ m ²	Estimated value: \$	_____
Sidewalk quantity	_____ m	Estimated value: \$	_____
Curb quantity	_____ m	Estimated value: \$	_____
Boulevard area	_____ m ²	Estimated value: \$	_____
Performance Bond \$	_____	TOTAL SECURITY: \$	_____

REQUIRED PRIOR TO ISSUANCE OF THE PERMIT:

_____ Liability Insurance certificate showing \$2,000,000.00 minimum coverage with the City of Owen Sound named as an insured party.

_____ \$50.00 Permit paid by: Cheque Cash Money Order Other

_____ Parking Space Rental: _____ Spaces Required: _____ Day(s) _____ Week(s) _____

_____ *Street Parking Rental Fees according to By-Law No. 2013-029 - daily street parking fee \$15.00; weekly street parking fee \$50.00*

_____ Sketch of proposed street occupation c/w Traffic Plans showing closures, detours, etc.

FOR OFFICE USE ONLY	
APPLICATION APPROVAL Date: _____ Signature: _____ <div style="text-align: right; font-size: small;">Engineering Services Division</div>	FINAL /INSPECTION APPROVAL Date: _____ Signature: _____ <div style="text-align: right; font-size: small;">Engineering Services Division</div>

CONDITIONS OF APPROVAL

1. APPLICANT MUST NOTIFY THE ENGINEERING SERVICES DIVISION (519-376-4530) 24 HOURS BEFORE COMMENCING ANY BACKFILL OPERATIONS ON CITY PROPERTY.
2. I/WE HEREBY MAKE APPLICATION TO OCCUPY THE DESIGNATED STREET(S) FOR THE PURPOSES DESCRIBED ABOVE AND AGREE TO ABIDE BY THE TERMS OF BY-LAW 2009-082 AND THE CONDITIONS ESTABLISHED ON THIS APPLICATION, AS NOTED OVERLEAF.
3. I/WE AGREE TO ASSUME ALL LIABILITY AND/OR COSTS INCURRED BY THE CORPORATION AS A RESULT OF STREET OCCUPANCY AND TO MAINTAIN THE WORK AREA TO INDEMNIFY AND SAVE HARMLESS THE CORPORATION UNTIL FINAL COMPLETION AND APPROVAL OF THE WORKS.

Applicant has read and understood the conditions of this application _____ date _____ Signature of Applicant

FOR UTILITY LOCATES CALL:

ONTARIO ONE CALL: 1-800-400-2255

72 HOURS NOTICE IS REQUIRED

CITY OF OWEN SOUND CONTACTS:

PUBLIC WORKS DIVISION (519) 376-4274

ENGINEERING SERVICES DIVISION (519) 376-4530

FAX: (519) 372-1209

GENERAL CONDITIONS**ALL WORK TO BE IN ACCORDANCE WITH THE FOLLOWING CONDITIONS:**

1. Any person or persons intending to occupy or perform work on City of Owen Sound property must first apply to the City Engineering Services Division for a Street Occupation Permit. This permit must be obtained prior to commencement of work and notification of emergency services.
2. The permit must be in the name of the person or persons performing the work and not in the name of an agent or utility for whom he/she is acting. The applicant must indicate the intended starting date and duration of occupancy at least 72 hours prior to commencing the work described in the permit.
3. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein.
4. The applicant, pursuant to the by-law, shall have the permit available for inspection at all times during which the work is in progress.
5. The permit becomes null and void if the applicant should fail to meet the requirements of the permit. The Manager of Engineering Services or his designate may then take actions, at the applicant's expense, deemed necessary to reinstate the site for public safety. In all cases, the decision of the Director of Operations or designate is final.
6. When unforeseen circumstances necessitate an extension of the permit, or a change of any of the conditions under which the permit was issued, the holder of the permit shall apply for such change at least 24 hours in advance. Failure to do so will render the permit void. Notwithstanding the forgoing, the permit expires 90 days following approval and a new permit will be required.
7. All barricades, signs, signals, traffic control persons, traffic control devices, detour design and signage shall meet all City of Owen Sound and MTO requirements and shall be the sole responsibility of the applicant.
8. The applicant shall maintain access to all public and private properties for the duration of the work. The applicant will provide 48 hours written notice to affected property owners prior to when the work is to commence and/or a road/street closure is undertaken.
9. It shall be the applicant's responsibility to request marking or other information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.
10. Excavated material shall not be stored in such a manner as to obstruct pedestrian or vehicular traffic. Clay in fluid state, frozen material, organic material, silt or mud shall be excluded from backfill. This may require that all excavated material be replaced by granular base material. Backfill material shall be compacted in layers, the maximum thickness being 30 centimetres. A surface treatment of accepted impervious materials may be placed and maintained until permanent reinstatement has been completed.
11. The applicant shall reinstate all damage, disruption or removal of existing works such as roadway, curb, sidewalk etc., as described in the permit, and damages related to the work activity, to City of Owen Sound Standards. FAILURE TO RE-INSTATE THE AFFECTED AREAS WILL RESULT IN THE CITY OF OWEN SOUND PERFORMING THE REQUIRED REPAIRS AT THE APPLICANT'S EXPENSE.
12. The Utility/Contractor is responsible for obtaining all other necessary agency approvals (i.e. County of Grey, MOE, MNR, GSCA, Ministry of Labour, Building Permits, etc.) and compliance with any applicable provincial legislation. The contractor shall show proof, if required by the City, of all approvals. The Contractor shall furnish the City with a copy of a Ministry of Labour Notice of Project Form, if required, and a WSIB Certificate.
13. THIS PERMIT MUST BE ACCOMPANIED BY A LIABILITY INSURANCE CERTIFICATE IN THE AMOUNT OF \$2,000,000.00 Cdn NAMING THE CORPORATION OF THE CITY OF OWEN SOUND AS INSURED TOGETHER WITH ALL APPLICABLE FEES AND SECURITY DEPOSIT.
14. CONTRAVENTION OF THE PROVISIONS OF THE BY-LAW IS SUBJECT TO A PENALTY OF UP TO \$5,000.00 FOR EACH OFFENCE.

The information on this application is gathered in accordance with the Municipal Act, Chapter M.45, R.S.O. 1990. The information collected will be used by City staff to determine eligibility for a Street Occupation Permit. All information of a personal or private nature is protected by the Municipal Freedom of Information and Protection of Individual Privacy Act, Chapter M.45, R.S.O. 1990. Any or all of the information contained on this form may be subject to disclosure under the said Act if circumstances warrant.