



## Road Occupancy Permit

The Corporation of the Town of Ajax  
Operations and Environmental Services  
800 Salem Road North, Ajax, Ontario, L1Z 0J1  
Phone: 905-683-2951  
Email: [rop@ajax.ca](mailto:rop@ajax.ca)

Permit No:
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Please submit this application to [rop@ajax.ca](mailto:rop@ajax.ca) directly or in person to the above address. All (\*) fields are mandatory.

### \*Applicant Information

(Check the appropriate box)

- Property Owner
- Utility Owner
- Other Agencies; specify: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address (Street & No.): \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### \*Contractor / Constructor Information

Representative's Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address (Street & No.): \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Associated Permit(s)

Municipal Consent #: \_\_\_\_\_ Crossing Parkland #: \_\_\_\_\_

Apron Widening / Curb Cut Permit #: \_\_\_\_\_

Other (specify permit # and type): \_\_\_\_\_

**\*Please note the following dates (yyyy/mm/dd)**

Application submitted: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed End Date: \_\_\_\_\_

Final Restoration Date: \_\_\_\_\_

Insurance Expiry Date: \_\_\_\_\_

Permit Extended to: \_\_\_\_\_

**\*Emergency Contact Information**

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Location of Work**

Street Name: \_\_\_\_\_

Cross Street 1 (From): \_\_\_\_\_

Cross Street 2 (To): \_\_\_\_\_

Address/Unit # (if applicable): \_\_\_\_\_

**\*Work Description Details**

Provide scope of work and include associated impact to Town's infrastructure i.e. road, curb, catch basin, manhole, sidewalk, asphalt trail, bridge, culvert, tree, boulevard, streetlight etc. (Please include as much detail as possible in order to avoid potential delays to the permit approval process)

Does this work require road cut(s)? If yes, provide details in the Work Description box above

- Yes
- No

**\*Traffic Control**

Traffic signage will be in accordance with the latest edition of Book 7 of the Ontario Traffic Manual – Temporary Conditions. Minimum 1 lane of roadway of motorists as well as sidewalks/trails for pedestrian access must be maintained at ALL times. Road closure(s) is NOT permitted without prior written approval

Book 7 Traffic Control Plan Selected?

- Yes
- No
- N/A

Custom Traffic Control Plan Attached?

- Yes
- No
- N/A

Traffic Control Plan No: \_\_\_\_\_

**\*Authorization**

I / We agree to the conditions set forth on this application and assume all costs incurred by the corporation of the Town of Ajax, liability for all damages which may be incurred and to indemnify and save harmless the Town from any actions, claims, suits or demands made against the Town by any persons arising from the issuance of this permit and as a result of the road occupancy. [signature and date required on page 8]

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_  
(yyyy/mm/dd)

**Conditions of Approval (Special Provisions) – if applicable**

I / We also agree to the “Conditions of Approval (Special Provisions)”

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_  
(yyyy/mm/dd)

**Town of Ajax – For Office Use Only**

\_\_\_\_\_  
Date Issued (yyyy/mm/dd)

\_\_\_\_\_  
Date Billed (yyyy/mm/dd)

\_\_\_\_\_  
Approved By (print name)

Fee Applicable

Fee Paid

Traffic Control Plan  
Received

Insurance Certificate  
Received

Yes

Yes

Yes

Yes

No

No

No

No

**Conditions of Permit Issuance**

Permits are issued under the authority of the **Road Occupancy/Road Closure By-law**. A copy of which can be obtained at [www.ajax.ca](http://www.ajax.ca). The Applicant shall submit to the Corporation of the Town of Ajax a proof of Liability insurance; be responsible for insurance expiry date changes and provide updated copies. The requirements of this Road Occupancy Permit shall be performed to the satisfaction of the Director of Operations & Environmental Services, or Designate; otherwise, the site may be closed until those requirements are met. If the Applicant should fail to meet the requirements of this permit, the Town may take such steps as deemed necessary to correct them at the expense of the person, company or agency responsible for the work, and this permit shall be deemed to have been withdrawn. In all cases, the decision of the Town is final. The Director or Designate reserves the right to withhold approval, cancel or suspend this permit wherever and whenever it is deemed necessary. The Applicant accepts full responsibility for any damage caused by all related operations.

The Applicant agrees that all temporary reinstatement of works within the limits of the road allowance will be guaranteed and maintained safe. All restoration work is to be completed within 5 days of completion of the work unless otherwise approved by the Town. The Applicant further agrees that all final reinstatement of works within the limits of the road allowance will be guaranteed and maintained safe for a **maximum of twenty-four months** from the date of final restoration. The Applicant will ensure all personnel working under this permit do so in accordance with Occupational Health and Safety Act (Ontario) for

Construction Projects. Trench safety must be in accordance with current Ministry of Labour Standards (M.O.L. trench numbers must be available).

This permit is not valid until all pages and copies are signed, approved by the Town of Ajax as well as issued. A paper copy of this permit must be on site at all times. Permits are valid for the date, time, locations and type of work listed only. Where a time extension is required, the holder of the permit shall apply via email at [rop@ajax.ca](mailto:rop@ajax.ca) for such extension at least 24 hours in advance of stated date of re-opening. Time extensions must be authorized by a Town representative before taking effect. Failure to comply will render this permit void.

When applicable, the Applicant shall notify all utilities and/or obtain any necessary utility service locates.

If the road is restricted to traffic in any way, the Applicant is required to notify by email and/or fax the following agencies:

Agencies	Email Address
Durham Regional Police	<a href="mailto:Communicationssupervisors-distributionlist@drps.ca">Communicationssupervisors-distributionlist@drps.ca</a> & <a href="mailto:492@drps.ca">492@drps.ca</a>
Region of Durham (Ajax Depot)	<a href="mailto:Works-AjaxDepot@durham.ca">Works-AjaxDepot@durham.ca</a>
Durham Waste	<a href="mailto:wastestaff@durham.ca">wastestaff@durham.ca</a>
Durham District Schools	<a href="mailto:ajax@dsts.on.ca">ajax@dsts.on.ca</a>
Durham Catholic Schools	<a href="mailto:ajax@dsts.on.ca">ajax@dsts.on.ca</a>
Ajax Operations & Environmental Services	<a href="mailto:operations@ajax.ca">operations@ajax.ca</a>
Ajax Fire Department	<a href="mailto:firesafety@ajax.ca">firesafety@ajax.ca</a> & <a href="mailto:firedispatch@oshawa.ca">firedispatch@oshawa.ca</a>
Durham Transit – West	<a href="mailto:Drt_stops_shelters@durham.ca">Drt_stops_shelters@durham.ca</a> & <a href="mailto:DRT_Detoursclosures@durham.ca">DRT_Detoursclosures@durham.ca</a>

Town of Ajax’s general conditions, current standards and the Ontario Provincial Standard Drawings/Specifications Manuals form an integral part of this permit. The Applicant shall refer to [www.ajax.ca](http://www.ajax.ca) for applicable conditions, standards and specifications.

Prior to any excavation, an underground locate must be obtained from all utilities and a copy of the stakeout report(s) must be on site, at all times. The Applicant must ensure that all storm sewer connections and repairs shall be made as specified by the Town of Ajax and under the supervision and inspection of a Town representative. All services will be protected and supported to the satisfaction of the utility concerned.

All construction shall be completed in accordance with the **Town of Ajax Noise By-Law** and be restricted to the hours of: 7:00 am to 8:00 pm Monday to Friday; and 9:00 am to 5:00 pm

Saturday, unless otherwise authorized by the Town of Ajax excluding statutory and civic holidays.

Fees shall be determined by per permit basis whenever multiple streets are involved for a proposed work area; which warrants minimum 1 permit per street. If multiple addresses on 1 street are proposed; consecutive block of areas would warrant 1 permit per section whereas non-consecutive addresses will require individual permits.

Roads shall not be closed unless expressly stated and approved. For **Emergency Road Closures** call the front desk at **905-683-2951** during business hours and **905-683-3011** during after hours, as soon as possible. Traffic control must be utilized in accordance with the latest Book 7 of the Ontario Traffic Manual – Temporary Conditions.

**Traffic and regulatory signs will not be removed, dismantled, or in any way altered** so as to affect the normal function of the sign.

**Crash attenuation devices will not be removed, dismantled, or in any way altered so as to affect the normal operation** of the equipment. Where a crash attenuation device conflicts with the conditions of this permit, the Applicant must contact Town of Ajax Operations & Environmental Services for review.

**Not allowed: storage or placement of storage bins, moving pods, equipment, materials on the travelled portion of a highway and within areas designated as a no stopping or no parking zone**

Excavations left open at the end of the workday shall be barricaded and marked to prevent unsafe situations to the public.

All barricades, signs, signals and traffic control devices associated with the work shall be supplied, erected and maintained by the Applicant.

Mud tracking is not permitted. The road surface and sidewalks/walkways are to be kept clear of obstructions and debris. Streets and sidewalks/walkways must be cleaned at a regular interval (maximum of 4 hours) and at the end of each workday.

All restoration work is to be completed within 5 days of completion of the work unless otherwise approved by the Town. The Applicant accepts the Town's right to perform any necessary remedial work caused by the Applicant's operation, subject to the following conditions:

- a) At least 24 hours prior, verbal and written notification will be given to the Applicant of any required remedial work, when this time elapses the Town will undertake the repairs. All costs associated with this action plus an administration fee will be charged to the Applicant.

- b) When it is deemed a Public Safety or an Emergency situation, the Town will perform immediate repairs. All costs associated with this action plus an administration fee will be charged to the Applicant.

**Parking service vehicles on boulevard is strictly prohibited.**

**Boulevard restoration** will consist of backfilling with clean, non-frozen native materials, properly compacted so as to prevent settlement. New sod (no. 1 Nursery stock) installation shall consist of a minimum combined depth of 150mm of topsoil and sod, countersunk and rolled to match the surrounding area. The Applicant will water new sod for 10 days and ensure successful growth. Ditches, culverts and driveway entrances shall be repaired or replaced promptly. Seeding is not permitted. There will be no landscaping work permitted within the Town of Ajax boulevard at any time.

Tree protection shall be provided in accordance with the Town of Ajax's **Barrier -Tree Protection AS-705**. No tools, equipment or material are to be stored in the tree protection zone at any time.

**Small excavations** or pits in the boulevard will be covered with a minimum of 20mm plywood, secured and surrounded by a minimum of 1200mm high snow / construction fencing to prevent access. The excavated material may be stockpiled on the boulevard provided there is sufficient room, and the material does not encroach on either the traveled portion of the road, a sidewalk, a driveway or within a tree dripline.

**Sidewalks & trails must not be cut or removed without prior notification to the designated Town representative.**

When sidewalk impacts cannot be avoided the following conditions will apply:

- All forms of pedestrian traffic must be considered and maintained.
- During the **Summer** months, the area is made safe by placing 20mm plywood over the hole and surrounding the site with construction fence.
- During the **Winter** months, the area is made safe, secured and marked with steel plates, pylons as well as orange spray paint respectively for safe sidewalk winter control maintenance.
- Backfill of sidewalk and trail may consist of unfrozen native material or 19mm crusher run limestone; matching existing lift height & % compaction as per Ontario Provincial Standard Specification (OPSS).
- Any undermining of the sidewalk must be notified to the designated Town representative immediately in order to markup bays as deemed necessary for full removal and replacement.

The Applicant will undertake all final sidewalk and asphalt trail restoration in accordance with our current standards. Temporary restoration of sidewalk will include a minimum 75mm of:

- either cold or hot mix asphalt during the **Summer** months
- hot mix asphalt only during the **Winter** months.

**Open cutting of the road is not permitted unless prior approval is obtained.**

First priority will be given to “trenchless” technology. Temporary restoration of an approved road cut will include compacted granular material and a minimum of 75 mm of HL-8 asphalt ONLY.

The Applicant will undertake all final asphalt restoration in accordance with Town of Ajax’s current standards. Asphalt pavement design and granular subbase are to be restored and completed in kind, including Town of Ajax’s **Surface Pavement Joint Treatment AS-250**. Unless otherwise stated, at a minimum depth backfill material will be 450mm of Granular B followed by 150mm of Granular A, or approved equivalents, as to create a minimum Granular Base Equivalency (GBE) of 530 for local residential roads, 730 for collector roads, 830 for arterial roads compacted to 100% of standard proctor density at optimum moisture content. The Applicant is required to submit compaction test results (at the Applicant’s expense) to the Town within 10 (ten) days of completion. Alternative backfills may be approved, on a site-specific basis.

**I / We, the Applicant also agree to all the “Conditions of Permit Issuance” stated in this document.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(yyyy/mm/dd)