



# Road Cut / Occupancy Permit Application

County of Peterborough  
310 Armour Road, Peterborough, ON K9H  
1Y6 Telephone No.: (705) 775-2737 Ext. 3203  
Fax No.: (705) 749-2551  
Email: [kdarling@ptbocounty.ca](mailto:kdarling@ptbocounty.ca)

**Permit No.:**

## Applicant Information

Owner of Project:

Applicant's Name:

Applicant's Address:

Telephone No.:

Fax No.:

Cell No.:

Email Address:

Emergency 24 Hour

Emergency 24 Hour

Contact Name:

Phone No.:

## General Description of Proposed Work

Type of Work:

Description of Work:

Location of Work:

Proposed Work Schedule

Start Date:

End Date:

Hours of Operation

Start Time:

End Time:

## Diagram of Proposed Work

(Include north arrow, all applicable street names, house/911 numbers, property lines, etc.).

Note: If submitting permit application by email, the drawing may be submitted as an attachment to the email in a pdf, tiff, or jpg format to the email address at the top of the page.

Personal information (as defined by Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)) contained on this form is collected pursuant to the Municipal Act and will be used for the principal purpose of processing Road Cut / Occupancy Permit Applications as per By-Law 2014-50. Questions about this collection and use should be directed to Kyle Darling, Engineering Technician, (705) 775-2737 Ext: 3203, [dadams@ptbocounty.ca](mailto:dadams@ptbocounty.ca), County of Peterborough, 310 Armour Road, Peterborough, ON K9H 1Y6.

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**Traffic Impact**

Description of Traffic Impact (i.e. Lane Shift, Lane Closure, etc.):

Note: Please refer to #6 of the Terms and Conditions for requirements of written notification.

**Applicant Agreement**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**County of Peterborough Approval**

Approval subject to the following conditions:

\_\_\_\_\_  
Grant Murphy, P.Eng.  
Director, Infrastructure Services

\_\_\_\_\_  
Approval Date

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✂ For your financial security, please remove payment portion of this permit.

**Method of Payment**

Cash / Cheque	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	Discover Card	<input type="checkbox"/>
Amex	<input type="checkbox"/>	VISA Debit	<input type="checkbox"/>	MasterCard Debit	<input type="checkbox"/>	UnionPay	<input type="checkbox"/>

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Validation Code

# County of Peterborough Road Cut / Occupancy Permit Application

## Terms and Conditions

**Please read carefully**

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1. Permit application, supporting documents and application fee must be received at least five (5) business days prior to the scheduled road cut / occupancy.
2. A fee of \$150.00, to be paid by cash, cheque, (payable to the Corporation of the County of Peterborough), credit card applies to the issuance of Road Cut / Occupancy Permits.
3. A security deposit in the amount of \$1,500.00 / \$2,500.00.
4. The Corporation of the County of Peterborough requires the applicant to provide proof of insurance coverage (attached hereto and forming part of this application), specifically:
  - “Commercial General Liability” insurance
  - naming the Corporation of the County of Peterborough as an “Additional Insured”
  - for a minimum of \$5 million.

The Applicant and its' Contractor shall indemnify and hold harmless the County of Peterborough against any and all liability for property damages or injury to persons resulting from or arising out of, or in any way connected with the presence of the Contractor, its servants, agents or employees, and persons duly authorized by the Contractor, on the road allowance, and shall reimburse the County of Peterborough for all costs, expenses and any loss incurred by it in consequence of any claims, demands and causes of action which may be brought against it arising out of the presence of the Contractor, its servants, agents or employees and persons duly authorized by the County of Peterborough, on the road allowance.

The permit holder is responsible to ensure that insurance coverage does not expire during the tenure of this permit and is responsible to apply annually for same.

5. Every applicant shall abide and adhere to any applicable Law, By-Law or Standard that may apply to an excavation or activity to be performed by the applicant within a County of Peterborough road allowance.
6. The Applicant shall, prior to the commencement of any work, obtain utility locates from all Owners of utilities and shall comply with any instructions from the utility Owners when working in proximity to their utilities.
7. The Applicant shall provide written notice to the following parties at least 48 hours prior to the commencement of work if a road or lane closure is permitted.
  - County of Peterborough;
  - all Owners of utilities in the road allowance;
  - adjacent property Owners and Businesses;
  - all Transit Authorities; and
  - all Emergency Services.

The written notice shall include a contact name and phone number, anticipated duration of the project and when clean up and restoration will be completed. All road or lane closures shall be conspicuously posted five (5) working days in advance of the commencement of work stating the date and duration of the closure.

## **Terms and Conditions (Continued)**

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8. Every Applicant to whom a permit has been issued shall ensure that access for emergency vehicles to all public and private properties is available at any and all times.
9. Pavement reinstatement shall be completed in accordance with Ontario Provincial Standard Drawing (OPSD) 509.010, Pavement Reinstatement for Utility Cuts, unless noted otherwise by the Director of Public Works.
10. The Applicant agrees that the County of Peterborough has the right to perform any necessary remedial work during the construction or Warranty Period caused by the Applicant's operation, subject to the following conditions.
  - 10.1. The County of Peterborough will give the Applicant not less than 24 hours notice of any remedial work required, unless conditions call for immediate attention.
  - 10.2. If at the expiration of the time allowed the Applicant or its Contractor has not commenced remedial work to the satisfaction of the County of Peterborough, the County may undertake to have the remedial work completed by whatever means it deems necessary; and
  - 10.3. The Applicant agrees to reimburse the County of Peterborough for all costs involved.
11. The Permit is valid for six (6) months from the Approval Date and is subject to cancellation at any time without notice. If the work has not commenced within six (6) months of the issuance of the Permit, the Applicant shall apply for an extension of the Permit. When an extension is required, the Applicant shall apply for such extension at least 24 hours in advance of the stated date of completion on this Permit. The County of Peterborough must authorize time extensions before taking effect and failure to comply will render this Permit void.
12. Please refer to By-Law No. 2014-50, A By-Law to regulate uses that occupy County of Peterborough right-of-ways (Road Cut / Occupancy Permit / Municipal Consents / Special Events on County Roads Permit) at <https://peterboroughcounty.civicweb.net/filepro/documents> for further information.
13. This permit is not valid unless signed by the County of Peterborough and all approvals required under Local, Provincial or Federal legislation have been obtained by the Applicant.
14. Any permit issued by the Director of Public Works may be revoked upon giving written notice to the Applicant.

### **Applications will not be considered unless the following requirements are met:**

- ✓ Include a sketch or diagram indicating the location of the Road Cut / Occupancy.
- ✓ Include a Traffic Control Plan that meets Ontario Traffic Manual (OTM) Book 7.
- ✓ Attach a copy of Certificate of Liability Insurance (minimum \$5 million) covering the Road Cut / Occupancy and **naming the Corporation of the County of Peterborough as "Additional Insured"**.
- ✓ Include Application Fee.