



**ROAD OCCUPATION PERMIT**  
**WASAGA BEACH PUBLIC WORKS**  
**DEPARTMENT**

Inquiries or Final  
Inspections Please  
Call 705-429-2540

Revision Date: May 14, 2024

Permit & Payment can be dropped off to Public  
Works at 150 Westbury Road. Inquires can be  
submitted to heather.kenney@wasagabeach.com

Page 1 of 3

**APPLICANT INFORMATION (PROPERTY OWNER/UTILITY COMPANY)**

Name/Contact:	Phone Number:
Mailing Address:	Mobile Number:
City/Town:	Postal Code:
E-mail:	

**CONTRACTOR INFORMATION**

Company Name:	Office Number:
Contact Person:	Mobile Number:
Mailing Address:	
City/Town:	Postal Code:
Email:	

**APPLICATION IS MADE FOR A PERMIT TO:**

- |   |   |
|---|---|
| <input type="checkbox"/> Construct a Permanent Entrance                   | <input type="checkbox"/> Install/Replace/Extend Culvert |
| <input type="checkbox"/> Construct a Temporary Entrance                   | <input type="checkbox"/> Install/Replace Headwall(s)    |
| <input type="checkbox"/> Reconstruct an Existing Entrance incl. Edging    | <input type="checkbox"/> Ditch Infill                   |
| <input type="checkbox"/> Install/Repair Municipal Services (TCP Required) | <input type="checkbox"/> Landscaping and Lot Grading    |
| <input type="checkbox"/> Install/Repair Utilities (TCP Required)          | <input type="checkbox"/> New Building/ Reno/ Demo       |
| <input type="checkbox"/> Temporary Storage of Equipment and/or Materials  | <input type="checkbox"/> Other:                         |

**PROPOSED WORKS**

Address/Location of Proposed Works:
Description of ALL Proposed Works:
<input type="checkbox"/> Drawing Provided

Date of Occupancy: _____	Date of Completion: _____
Ministry of the Environment Certificate of Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
Traffic Control Plan (TCP) Required: _____	<input type="checkbox"/> Yes (Attached) <input type="checkbox"/> No (Note: #10 & 11)
<input type="checkbox"/> Certificate of Insurance Provided in Accordance with the Road Occupation Policy	

**ACKNOWLEDGEMENT: (To Be Completed by the Applicant and Contractor)**

I have read the Agreement on Page 2 and agree to ensure all works are constructed in accordance with the attached drawing, Town of Wasaga Beach Standards, Policies, By-Laws, and any requirements of this permit.

Applicant's Signature / Date _____	Contractor's Signature / Date _____
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PERMIT FEES	DEPOSITS
<input type="checkbox"/> All Works Other Than Ditch Infill (\$200)	<input type="checkbox"/> Works on Minor Roads (\$1,000)
<input type="checkbox"/> Ditch Infill (\$200)	<input type="checkbox"/> Works on Major Roads (\$2,000)
<input type="checkbox"/> Servicing Penalty (\$25,000)	(List of Major Roads See Note #5)

**TOWN APPROVAL**

Reviewed and Permission granted By: _____	Date: _____
Issued By _____	Sign _____

**TOWN PERMIT LOG**

Date	Purpose of Site Review	Conducted By
	Municipal Services: Final Operation Inspection	
<b>FINAL INSPECTION/APPROVAL</b>		

1. It is understood that all works will be constructed, altered, maintained or operated at the expense of the Applicant, and that work must not begin before approval has been issued by the Town. The approval of the Town does not relieve the holder of the responsibility of complying with relevant Municipal By-Laws and Town Engineering Standards. This approval is issued under the authority vested in the Director of Public Works by the Town of Wasaga Beach, the most current Road Occupation By-Law and regulations pursuant thereto and is subject to the conditions attached hereto.
2. I/We hereby make application to occupy the road right-of-way and agree to abide by the terms and regulations of the most current Road Occupation Policy and By-Law.
3. I/we agree to assume all liability and/or cost incurred by the Corporation of the Town of Wasaga Beach as a result of the road occupancy, maintain the work area and to indemnify and save harmless The Town until final completion.
4. I/we submit payment to the Town of Wasaga Beach, to be retained by the municipality as the Road Occupation Permit fee.
5. I/we submit payment to the Town of Wasaga Beach, in the amount of \$2,000.00 as deposit for work performed within the road allowance of roads categorized as major roads\* and/or \$1,000.00 as deposit for work performed within the road allowance of roads categorized as local streets. The deposit is refundable thirty (30) days after a satisfactory final inspection by the municipality.

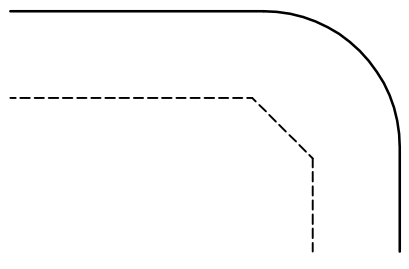
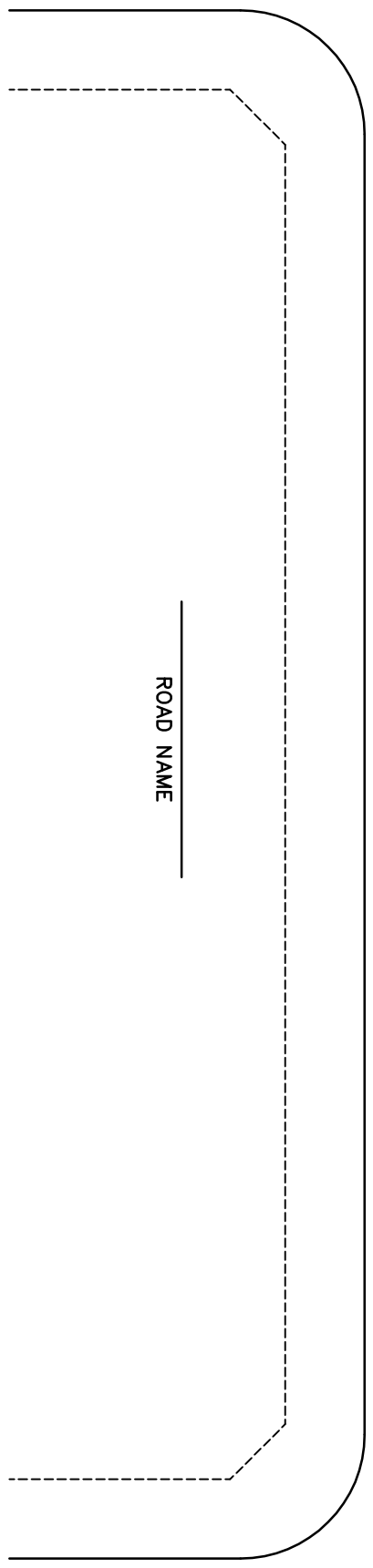
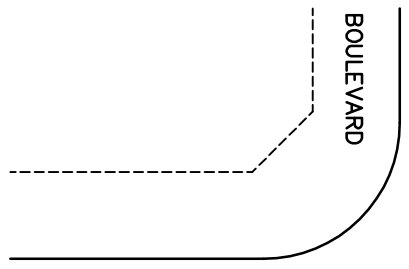
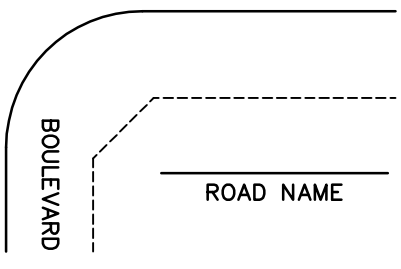
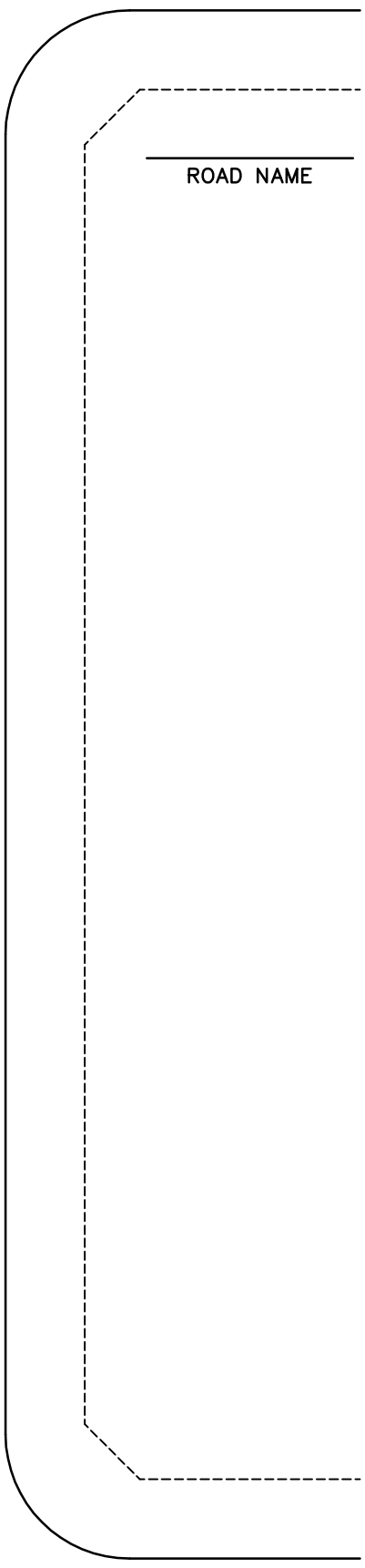
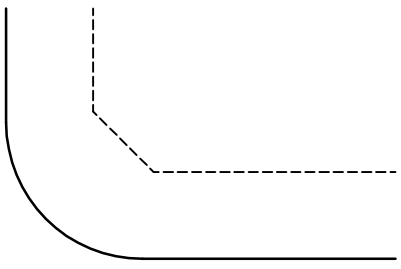
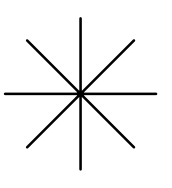
**\*Roads designated as Major Roads are:**

* River Road West	* Mosley Street	
* 45th Street South	* Main Street	* River Road East
		* Sunnidale Road

6. The Applicant's Contractor shall furnish public liability insurance in the amount of \$2,000,000 General Liability Insurance, satisfactory to the Town of Wasaga Beach, to indemnify and save harmless the Town for the duration of the work as described in the permit.
7. Any persons associated with the works for which this permit is issued shall comply with the most current Occupation Health and Safety Act and its regulations, and shall wear safety equipment **AT ALL TIMES** including, but not limited to, hard hats, reflective vests and safety boots while working within The Town's Right Of Way.
8. The permit must be in the name of the Property Owner or Utility Company and must identify the name of the person or firm performing the intended work.
9. At the request of the Applicant, the completion date may be extended by the Director of Public Works due to unforeseen conditions.
10. Traffic control shall be provided in accordance with the current MTO Ontario Traffic Manual, Book 7, to the satisfaction of the Town including all barricades, signage, flag persons, detour signs etc. In addition, a Traffic Control Plan may be required as part of the application.
11. Access shall be maintained to all public and private properties during the duration of the work. Road closures are not permitted unless approved by the Director of Public Works.
12. Owner/Contractor must confirm operation of municipal services located in driveway a min. 48hrs prior to commencing work as well as following completion of work. Any cost associated with adjustment or repair of damaged services during work is the responsibility of the applicant.
13. All utility locates shall be the sole responsibility of the Contractor. Locate requests can be made by calling Ontario One Call at 1-800-400-2255.
14. The Applicant shall be responsible for the performance of the work and restoration in accordance with Ontario Provincial Standards & Specifications and the Town of Wasaga Beach Engineering Standards, which are available on the Town website.
15. All excess excavated material shall be disposed of at an approved landfill site.
16. Driveway locations, widths, and construction complete with culverts and headwalls (where applicable) shall be in conformance with the Town of Wasaga Beach Zoning By-law and Engineering Standards.
17. Should the work have not commenced within two years from the date of issuance and completed by the date of completion indicated in the application, the Road Occupation Permit shall become null and void.
18. The Applicant shall at all times remain responsible for the actions and/or omissions of the Contractor for compliance with the Town's Road Occupation By-Law and Policy and Permit.
19. The Applicant must obtain a copy of the approved permit and notify all parties involved of the requirements. The Permit must be available on site for the duration of the open permit and provided upon Town staff request.
20. A detailed municipal servicing drawing and traffic control plan is required when applying to complete municipal services work.
21. The Applicant/Contractor must contact Public Works a min. 48hrs prior to municipal service connections.
22. DENSO Reinstatement Tape must be used at vertical saw cut joints of surface asphalt.
23. Entrances within the Town's ROW shall have a min. 150mm compacted granular base.
24. This permit will **ONLY** be for the work requested/described on Page 1 of this permit. A request for any further works must be submitted to The Town for approval.

ROLL NUMBER

TOWN OF WASAGA BEACH ROAD OCCUPATION PERMIT  
PLEASE PROVIDE A DETAILED DRAWING  
OF ALL PROPOSED WORKS



DRAWN BY: \_\_\_\_\_

DATE: \_\_\_\_\_