



United Counties of Leeds and Grenville

Public Works Division
Consent Granting Authority
Forestry
Planning
Roads

25 Central Ave. W., Suite 100
Brockville, ON K6V 4N6
T 613-342-3840
800-770-2170
F 613-342-2101
www.leedsgrenville.com

ROAD OCCUPANCY AND ACCESS PERMIT

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

PERMIT #:	Application Date:	Commencement Date:
Company/Contractor:		Completion Date:
Applicant/Permit Holder:	On Behalf of:	
Phone Number:	Contact:	
E-Mail Address:	Phone Number:	
Address:	After Hours Emergency Contact:	
	Phone Number:	

LOCATION OF PROPOSED WORK

Municipality:	County Road #:	Road Name:
Civic #:	Between:	and

PROPOSED WORK

Type of Work: ☐ New ☐ Repair ☐ Other _____ ☐ Relocation ☐ Replacement	Equipment: ☐ Utility Pole ☐ Pedestal ☐ Other _____ ☐ Buried Conduit ☐ Buried Pipe	Work Scope: ☐ Road Access ☐ Road Closure ☐ Other _____ ☐ Boring/Drilling ☐ Pavement Cut
---	---	---

REQUIRED ATTACHMENTS/DOCUMENT CHECKLIST

☐ Signed Terms and Conditions
☐ Municipal Consent Letter
☐ Insurance Certificate (\$5,000,000 Liability – Naming the United Counties of Leeds and Grenville as Additional Insured)
☐ Location Map (Google Map with Satellite View and GPS Coordinates)
☐ Traffic Management Plan (OTM Book 7) and Detour Route if Full Road Closure
☐ Road Excavation Sketch with Cut Dimensions (if work scope includes Pavement Cut and/or Boring/Drilling)
☐ Road Occupancy and Access Permit Payment (Fee: \$250.00 – refer to By-Law 25-10)

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

Date

Email: _____

Road Closure Approved by:

_____/_____
Public Works Director Signature

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 Occupancy and Access Permit is only valid if all copies have been signed, approved and issued by the Counties. The permit is valid for one (1) year from the date of issue unless an extension has been granted. **A signed, approved and issued copy of this permit, including all attachments, must be onsite throughout construction.**
2. The Counties requires two (2) days notification prior to the starting date and anticipated 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 Occupancy and Access Permit 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. The traffic plan must be onsite throughout construction.
3. **As-built drawings** must be submitted to the Counties **within 90 days** from the date of completion.
4. The Contractor is responsible for obtaining all applicable utility locates prior to the start of any work.
5. 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 Counties, the Ontario Provincial Police (O.P.P.) or the Ministry of Labour during the course of the work. Please notify the O.P.P., the local Fire Department and Paramedic Services, the local Municipality, affected local businesses and the Student Transportation of Eastern Ontario (STEO) prior to any partial or full 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.
6. The Counties requires that the Contractor repair any damages to roads, lighting, walkways, underground infrastructure or curbing that result from the work, and any deficiencies that appear in the completed work all to the satisfaction of the Counties.
7. 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.
8. Road safety devices (e.g. impact attenuators, guiderails, etc.) are **not to be removed, dismantled or altered** with in any way during construction or maintenance related operations. If a safety device is expected to interfere with the proposed work, please notify the Counties prior to commencing site operations or as soon as it becomes a known obstruction.
9. Small excavations or pits left unattended are to be covered with a minimum 20mm sheet of plywood, secured and surrounded by a construction fence or snow fence of minimum height 1.2 meters. Excavated material can be left in close proximity to the pit, within the road allowance, provided it is clearly marked and does not encroach on the road, travelled lanes and paved shoulders, or walking paths and obstruct lines of sight.
10. 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. In all other circumstances, it is understood that positive drainage will be maintained throughout construction related activities.



11. 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.
12. The reinstatement of all **approved** road cuts must be done to current Ontario Provincial Standard Specifications & Drawings and comply with the Counties standards & specifications as amended. Please specify in this permit application if road/pavement cutting is part of the scope of work.
13. 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.**
14. The final reinstatement and resurfacing of an approved road cut shall ensure the asphalt joint between the existing pavement and the new asphalt patch is located on the centerline of the road or in the center 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.**
15. 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.**
16. This permit is valid on the basis that all comments and conditions placed on the signed, approved, and issued Municipal Consent Letter are adhered to and respected during construction (if applicable).

DECLARATION OF APPLICANT

I hereby acknowledge the requirements and conditions of the Road Occupancy and Access 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

- ☐ The person signing this application is a valid signing authority for the proposed Special Event

DETAILED SKETCH (SCOPE OF WORK)

Please attach a sketch of the proposed work which shall include any and all cut dimensions, offsets and work zones within the road allowance.

Additional Comments Relevant to the Proposed Works:

Revised June 25, 2026