



DATE RECEIVED

City of Welland
Infrastructure & Development Services
60 East Main Street, Welland, ON L3C 3X4
Phone: 905-735-1700 Ext. 2212 | Fax: 905-735-7184

ROAD OCCUPANCY PERMIT APPLICATION

Location of Event or Work:

APPLICANT INFORMATION

Name:	
Address:	Postal Code:
Phone Number:	Fax Number:
Email Address:	

EMERGENCY CONTACT INFORMATION

Name:	Name:
Phone Number:	Phone Number:
Email Address:	Email Address:

PROPERTY OWNER INFORMATION

Name:	
Address:	Postal Code:
Phone Number:	Fax Number:
Email Address:	

ACTIVITY TYPE

<input type="checkbox"/> Special Event	<input type="checkbox"/> Construction	<input type="checkbox"/> Utility Install/ Repair
<input type="checkbox"/> Geotechnical/ Survey	<input type="checkbox"/> Site Servicing	<input type="checkbox"/> Bin(s)
<input type="checkbox"/> Scaffolding/ Hoarding	<input type="checkbox"/> Sidewalk, Parking Spot Patio	<input type="checkbox"/> Other:

ACTIVITY INFORMATION

Occupancy Start Date:	Occupancy End Date:
Occupancy Start Time:	Occupancy End Time:
Number of Participants:	

Required Documents (where applicable):

- A dimensional drawing illustrating the location of the work with reference to property lines including additional details as required.
- A Certificate of Insurance:
 - \$1 Million – Processions Using Sidewalks Only
 - \$2 Million – Major Parades, Dances, Street Festivities, Athletic Races, Marches, Walkathons, Filming and sidewalk sales
 - \$5 Million - Construction or placement of materials upon a highway, Sidewalk/ Bulb Outs and Parking Spot Patios
- A drawing that indicates the axel configuration and their respected weights.

OVERSIZED/ OVERWEIGHT LOADS

Overall Length (m):	Overall Width (m):	Overall Height (m):	Overall Weight (kg):
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Route/ Location:

Traffic Restrictions:	<input type="checkbox"/> As Required	<input type="checkbox"/> Inclusive	<input type="checkbox"/> Lane	<input type="checkbox"/> Full
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Region of Niagara Contact:

Niagara Regional Police Service Contact:

STATEMENT OF APPLICANT

I/ We hereby make application to the Corporation of the City of Welland (The “City”) to occupy the Municipal Highway for the purpose described in the application.

I/ We agree to indemnify and save harmless the City and the Regional Municipality of Niagara (where applicable) from any and all claims and/ or damages arising out of this Road Occupancy approval and to provide any bond or insurance which may be required in this regard.

I/ We have read and understand the conditions of this application. All information provided within the application is true and valid.

I/ We agree to abide by all general conditions listed with this application and all special provisions and all conditions listed on the Permit, if issued.

I/ We agree to maintain the work area until completion and all inspections have been completed and approved by Public Works.

Signature:	Date:
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Please submit your completed application to the City of Welland, Traffic & Parking Division, 2nd floor at 60 East Main Street, Welland Ontario L3B 3X4

GENERAL CONDITIONS

Contractors: Please include on the Certificate of Insurance that "All work performed on City of Welland roads during the insured's policy term, e.g. January 1, 2016 to January 1, 2017"

Traffic Control: Traffic Signing will be in accordance with **Book 7 of the Ontario Traffic Manual – Temporary Conditions**. Access for emergency vehicles **MUST** be maintained at all times, unless otherwise approved by the City Engineer.

GENERAL CONDITIONS

1. Any person or persons intending to occupy or perform work on Corporation of the City of Welland's Highway must first apply to the City Engineer for a Road Occupancy Permit. This approval must be obtained prior to the commencement of work.
2. The permit must be in the name of the person or persons performing the intended work and not the name of an agent acting for him/her.
3. The completed permit application must be received, for processing, by the Traffic Department no later than 10 working days prior to the beginning of the activity. The applicant must also abide by all other time restrictions as outlined in by-law 89-2000
4. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein
5. The applicant, pursuant to the By-Law shall have the permit available at the times during which work is in progress and must provide it upon request.
6. The permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, the City Engineer or his designate shall take action he deems necessary to reinstate the site for public protection at the expense of the applicant. In all cases the decision of the City Engineer is final.
7. When unforeseen circumstances require an extension of the permit or a change in any of the conditions under which the permit was issued, the holder of the permit shall apply for such change at least 3 business days in advance of the expiry. Failure to do so will render the permit void.
8. All barricades, signs, signals, traffic control person(s), traffic control devices, detour design and signing shall meet Book 7 of the Ontario Traffic Manual - Temporary Conditions requirements and shall be the sole responsibility of the applicant.
9. ROAD/LANE CLOSURE(S) IS NOT PERMITTED without prior written approval and submission of a Traffic Management Plan for review and approval and a Traffic Control Plan for review ONLY.
10. The applicant shall maintain access to all public and private properties for the duration of the work.
11. It shall be the applicant's responsibility to request marking or other location information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.
12. Highway reinstatements shall be done in accordance to By-law 89-2000
13. All damaged, disruption or removal of existing works such as curb, sidewalk etc. as described in the permit, and damages related to the work activity shall be reinstated by the applicant to the Corporation of the City of Welland's satisfaction.
14. Applicant must notify the Public Works Department roads foreman (905) 735-1700 ext. 3000 24 hours prior to any work that is in the right-of-way is to begin. FAILURE TO DO SO MAY GIVE CAUSE FOR PUBLIC WORKS TO REMOVE MATERIALS PLACED ON THE RIGHT-OF-WAY AT THE OWNERS EXPENCE
15. It is the responsibility of the applicant to contact the Regional Municipality of Niagara for use of Regional roads where applicable
16. The applicant must notify the POLICE and outline the specifics of the event where applicable
17. A copy of By-Law 89-2000 can be viewed on the City website

http://www.welland.ca/ByLaws/Bylaw_89-2000_OFFICE-CONS.pdf

GENERAL CONDITIONS - Continued

Oversized/Overweight Loads

A Road Occupancy Permit is required for all Single Trips (Axle Configuration with respective weights is required)

A Road Occupancy Permit is issued to facilitate an oversize and/or overweight move for a one way trip along a specified route for a limited time period. The following dimensions are permitted on a Road Occupancy Permit:

Length:	combination vehicles greater than 23m • single vehicle 12.50m up to
Width:	greater than 2.60m
Height:	greater than 4.15m - maximum height permitted on a flatbed trailer is 4.26 m
Weight:	up to 120,000 kg subject to Weight & Load Engineer's approval greater than 120,000 kg also subject to consultant engineering evaluation (see Superloads)

Single Vehicle:

- maximum length is 12.50m, including an overhang up to 4.65m
- maximum height is 4.26m

The applicant is responsible to survey the route for restrictive structures, obstructions, and or construction activities prior to the move.

Permit is issued for the movement of overheight however:

The load must not be made up of articles loaded or mounted one on top of the other in a manner that will create additional height.

Permit is issued for the movement of overwidth however:

The load must not be made up of articles loaded or mounted side by side or crosswise in a manner that will create additional width.

Permit is issued for the movement of overlength however:

The load must not be made up of articles loaded or mounted one behind the other that will create additional length, and any overhang to the rear must not exceed 4.65 m from the centre of the rearmost axle.

Permit is issued for the movement of overweight however:

The load must not be made up of more than one article. When crossing bridges, vehicles over 45,000 kg gross weight must be operated at the lowest practicable speed. Bridge postings and load restrictions pursuant to Part VII of the HTA apply.

Note: An exception may be made in the case of bulldozer blades. Permits are issued for the movement of bulldozers with blades attached up to, and including, 4.27 m in width. The blade must be angled to reduce the overall width of the load when attached to the bulldozer. The blade must be removed when the blade is greater than 4.27 m in width. Bulldozers with blades attached that are 4 m to 4.27 m in width require a private escort warning vehicle.

Private and/or Police escorts may be required and are subject to the City Engineer's discretion. Caution: Private Escort vehicles do not have traffic control authority. The escort driver must obey all traffic laws and regulations.

Permits are not valid on designated reduced load highways, which are posted according to By Law 89-2000. Road Occupancy Permits may be issued for movements on highways subject to reduced loading restrictions upon the approval of the City Engineer (A security deposit may be required).

"Superloads" are not considered to be routine applications and will require additional time for consideration and processing. Applications for "superloads" will require supplementary documentation and be subject to a thorough review.

GENERAL CONDITIONS - Continued

The applicant will need to provide:

For gross vehicle weights in excess of 120,000 kg, the City requires the applicant to hire a designated consultant engineer to evaluate the bridges on route, and submit the evaluation for approval.

A Traffic Management Plan defining in detail all aspects of the intended move, including: Detailed escort requirement and procedures identifying the responsibility of all units involved (Niagara Regional Police and private). Detailed route survey indicating all appropriate locations for road closures, pull-over areas, emergency parking, significant turning movements and any anticipated roadside related activities such as restricting roadside parking and contingency plans for breakdowns. Ministry of Transportation and Regional Municipality permits may be required.

"No travel is allowed when road conditions, weather conditions, or visibility make traveling hazardous to the operator or to the driving public. Conditions shall be deemed to be hazardous upon any accumulation of ice or snow on the roadway or if the continuous use of windshield wipers is required. Vehicles that are underway when inclement weather occurs shall exit the road at the first available location and park in a safe place until the weather and road conditions clear."

Permits must be carried and produced on demand by a police officer or an officer appointed for carrying out the provisions of the Highway Traffic Act. Permit holders accept responsibility for any and all damage that may be caused to overhead wires, structures, highways, encroachments or railway right of ways. Permits may be terminated at the discretion of the City Engineer for the breach of permit conditions.

I/ We hereby acknowledge that I have read and understand the general conditions as provided above. Please provide initials in the box provided.

Initials: