

General Information

- Once the application is completed, you may **return form** to: travauxpublics@prescott-russell.on.ca
- **Or by mail to:**
 United Counties of Prescott and Russell
 Public Works Department
 59 Court Street, P.O Box 304
 L'Orignal, Ontario K0B 1K0
- For question, you can contact us at 1-800-667-6307

Permit Types

- **Annual Moving Permit (use Annual Moving Form):** A permit to move vehicles, loads, objects or structures in excess of weight and size limits prescribed by the Highway Traffic Act on County Roads. This permit is limited to certain dimensions and weight and is valid for one calendar year.
 - Each vehicle that exceeds any of the prescribed limits must possess its own Annual Permit. Prescribed limits are:
 - Maximum width without permit: 2.6 metres
 - Maximum height without permit: 4.15 metres
 - Maximum length without permit:
 - Single truck 12.5 metres
 - Semi-trailer: 16.2 metres
 - Combination: 23 metres
 - Maximum weight without permit: 63,500 kg
 - Carriers issued Annual Moving Permit will need to comply with weight restrictions during the reduced load period.
- **Single Move Permit (use Single Move Form):** Required when performing one move only. Must be accompanied with an Annual Moving Permit.
 - Each vehicle that exceeds any of the prescribed limits must possess a single move permit. Prescribed limits are:
 - Maximum width without permit: 3.99 metres
 - Maximum height without permit: 4.26 metres
 - Maximum length without permit:
 - Single truck 12.5 metres
 - Semi-trailer: 16.2 metres
 - Combination: 23 metres
 - Maximum weight without permit: over H.T.A standards or over vehicle registration/cab card
- **Seasonal Moving Permit (use Seasonal Moving Form):** Allows greater than permitted axle weights for essential related moves during the reduced-load period (~ March 15 to May 15).
 - During thawing period, a permit for heavy vehicles or loads that cannot be reduced, such as heavy equipment or heavy machinery is required. During the reduced-load period, **the limit is 5,000 kg** per axle. Any charge capable of being reduced, such as concrete, grain, and stone or other must be so, in order to abide by this limit.

Requirements for All Permits

- All permits must be obtained in the name of the mover, that is, the owner of the vehicle doing the moving.
- A copy of the ownership (both sides) must be accompanied with the application form.
- A permit is subject to cancellation by the Counties at any time without notice.
- Where roads or portions of road in the proposed itinerary are under the jurisdiction of municipalities or authorities other than the Counties, the Applicant must obtain permission for these sections from the appropriate authority.
- Applicants must examine the route and ascertain that sufficient clearance exists under all wires and public utilities or other obstructions and give the utility companies sufficient notice to raise lines where necessary. The Applicant will be responsible for payment for any such services.
- A bond or certified cheque to cover possible damage may be required by the Counties.
- Where this permit is issued for movement of a mobile home towed by a commercial motor vehicle, the mobile home shall be equipped with brakes adequate to stop and hold the mobile home and such brakes shall be maintained in good working order.
- The Applicant shall make provision for maintenance of traffic, have adequate qualified flagmen to guide traffic and carry on the work of such moving operations in a manner as to create the least interference with traffic.
- Vehicles and loads in excess of the width and/or length prescribed in the Highway Traffic Act shall be marked with four (4) flags, one as near as practicable to each corner of vehicle or load. The flags shall be bright red in colour and be a minimum of 40 cm square. Where the flags are at the rear of vehicle or load, they shall be not less than 2.10 metres above the roadway. Where a

vehicle or load is wider at any point or points on either side that at the corners it shall, where practicable, be so marked with such a flag at the widest point on each side.

- Vehicles and loads in excess of the length prescribed in the Highway Traffic Act shall, in addition to the flags required, display on the rear, in a clearly visible position at least 2.10 metres above the roadway, a sign bearing the words " *Long Load* " in black letters at least 20 cm high with lines forming the letters at least 3 cm wide on a yellow background.
- A private escort is required to lead and follow vehicles with width of 4 to 4,99 meters. An escort from Ontario Provincial Police (OPP) is required for any width exceeding 5 meters. The applicant is responsible to make the necessary arrangements with the OPP, as some charges apply. Arrangements for such an escort must be made with the Ontario Provincial Police at least 48 hours before the time of the move and the move shall be made at the discretion of the Ontario Provincial Police.
- Where a permit is issued on condition the permit holder provides escort protection preceding and following the vehicle the escort vehicle shall precede the vehicle and load at a distance of at least 150 metres and shall bear a sign clearly visible for a distance of at least 150 metres " **Caution - Oversize Load Follows**" in black letters at least 20 cm high with lines forming the letters at least 3 cm wide on a yellow background. The escort vehicles shall also be equipped with an amber flashing roof light visible from the front for a distance of at least 150 metres. Another escort must follow the vehicle.
- Where a permit is issued in respect of:
 - Height: The load shall not be composed of articles loaded one on top of the other.
 - Width: The load shall not be composed of articles loaded side by side or crosswise.
 - Length: The load shall not be composed of articles loaded one behind the other and any overhanging load to the rear shall not exceed 4.57 metres from the centre of the rearmost axle.
- No load, object or structure shall be moved upon a County Road unless it is firmly bound, or otherwise secured or loaded in such manner that no portion of the load, object or structure may become dislodged or fall.
- **THE PERMIT IS NOT VALID:**
 - On highways other than County Roads in the United Counties of Prescott and Russell.
 - In congested traffic areas, applicable to single move only.
 - When lighted lamps are required pursuant to The Highway Traffic Act, applicable to single move only.

Insurance Requirements

- You must include a Certificate of Insurance, as per the insurance requirements below, with the United Counties of Prescott and Russell as additional insured; note that additional insured only applies to the Commercial General Liability and not to automobile insurance.
 - A yearly permit will be cancelled if insurance coverage is not kept in force

Type of Permit	Insurance Required
Annual Moving Permit	\$5,000,000 – Commercial General Liability (CGL) Provide Certificate of Insurance with UCPR as additional insured + \$2,000,000 – Automobile; Provide Certificate of Insurance
Seasonal Moving Permit related to moves during reduced load period (~ March 15 to May 15)	\$5,000,000 – Commercial General Liability (CLG) Provide Certificate of Insurance with UCPR as additional insured + \$2,000,000 – Automobile; Provide Certificate of Insurance

- The owner, driver, operator or mover of any vehicle who has obtained a permit is nevertheless responsible for all damages that may be caused to the highway or to other property or individual by reason of the driving, operating or moving of any such vehicles, loads, objects or structures and agree to indemnify and save harmless the Corporation of the United Counties of Prescott and Russell from any action, claim, damage or loss whatsoever arising from operations carried out under this permit.

Fees per permit

- Required application fee payable to the United Counties of Prescott and Russell in the amount of :

Type of Permit	Annual	Seasonal	Single move / Day trip
Annual Moving Permit	\$ 200 / unit	n/a	\$ 75.00 / move
Seasonal Moving Permit related to moves during reduced load period (~ March 15 to May 15)	n/a	\$ 300 / unit	n/a

By-laws

- By authority of Municipal By-laws and as amended:

Type of Permit	By-law
To move in excess of weight and size limits prescribed by the HTA	2013-24



**UNITED COUNTIES OF PRESCOTT AND RUSSELL - PUBLIC WORKS
ANNUAL MOVING PERMIT APPLICATION FORM**

A. General Information of the Applicant			
Name			
Organization			
Address			
Town		Province	
Postal Code		Telephone #	
E-mail			

B. Owner Information, if different from applicant			
Name			
Organization			
Address			
Town		Province	
Postal Code		Telephone #	
E-mail			

C. Description of load	
What are you moving?	

D. License (s)					
Hauling Unit License					
Type of Vehicle					
Float/Trailer License(s)					

REQUIREMENTS

- A valid copy of your Certificate of Insurance showing a minimum coverage of \$2,000,000 Automobile as well as \$5,000,000 Commercial General Liability (with the Counties being named as Additional Insured with respect to CGL coverage) must be included with your completed application.
- You must provide a copy (both sides) of the ownership for the tractor and trailer, if applicable, with the application

Maximum Dimensions	Maximum Weights
Maximum width - 3.99 metres	63,500 kg or Highway Traffic Act standards (as per registration/cab card)
Maximum height – 4.26 metres	
Maximum length: <ul style="list-style-type: none"> • single truck 12.5 metres, • semi-trailer: 16.2 metres • Combination: 23 metres 	

***This application form does not give the approval of the permit.
You will receive a permit when approved and payment is received.***

E. Declaration of applicant & general conditions

I, _____ certify that :

1. *I have read and thoroughly understand and agree that all moves shall be completed as per UCPR standards and by-laws, to the satisfaction of the Corporation of the United Counties of Prescott and Russell (UCPR).*
2. *I have read and thoroughly understand and agree to the conditions, specifications and regulations relating to this application.*
3. *The information contained in this application and other attached documentation is true to the best of my knowledge and I will not alter the information provided in this application before getting written consent from the UCPR.*
4. *I, hereby also understand that the owner of the vehicle, etc., performing the move is responsible for all damages that may be caused as a result of the movement.*
5. *The owner is responsible for obtaining and maintaining insurance as specified by the UCPR.*
6. *I hereby save harmless and indemnify the UCPR, its officers, agents, servants, and workmen from all cause of action, loss, costs or damages arising from the execution, non-execution or imperfect execution of any work authorized with or without negligence on the part of the applicant or the officers, agents, servants or workman of the applicant and thus assume all risk and liability when granted the permit.*

Date		Signature	
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For use by Public Works Department Administration	
Application number	Date received



**UNITED COUNTIES OF PRESCOTT AND RUSSELL - PUBLIC WORKS
SINGLE MOVE PERMIT APPLICATION FORM**

Moves related when exceeding an Annual Permit

A. General Information			
Name Under Which Permit Is Issued			
Annual Permit #		Date Issued	

B. Details of Load and Equipment			
Tractor License		Float License (if applicable)	
To Carry or Tow			
Route			
Date of Move			

C. Size of Load			
Overall Combined Length	Width at Widest Point	Height at Highest Point	Gross Weight
m.	m.	m.	Kg

REQUIREMENTS

- If Highway Traffic Act weight limits are exceeded, you must provide a copy of the vehicle configuration with the application

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D. Declaration of applicant & general conditions	
I, _____ certify that :	
1. I have read and thoroughly understand and agree that all moves shall be completed as per UCPR standards and by-laws, to the satisfaction of the Corporation of the United Counties of Prescott and Russell (UCPR).	
2. I have read and thoroughly understand and agree to the conditions, specifications and regulations relating to this application.	
3. The information contained in this application and other attached documentation is true to the best of my knowledge and I will not alter the information provided in this application before getting written consent from the UCPR.	
4. I, hereby also understand that the owner of the vehicle, etc., performing the move is responsible for all damages that may be caused as a result of the movement.	
5. The owner is responsible for obtaining and maintaining insurance as specified by the UCPR.	
6. I hereby save harmless and indemnify the UCPR, its officers, agents, servants, and workmen from all cause of action, loss, costs or damages arising from the execution, non-execution or imperfect execution of any work authorized with or without negligence on the part of the applicant or the officers, agents, servants or workman of the applicant and thus assume all risk and liability when granted the permit.	

Date		Signature	
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For use by Public Works Department Administration	
Application number	Date received



**UNITED COUNTIES OF PRESCOTT AND RUSSELL - PUBLIC WORKS
SEASONAL MOVING PERMIT APPLICATION FORM**

For essential related moves during reduced load season

A. General Information of the Applicant			
Name			
Organization			
Address			
Town		Province	
Postal Code		Telephone #	
E-mail			

B. Owner Information, if different from applicant			
Name			
Organization			
Address			
Town		Province	
Postal Code		Telephone #	
E-mail			

C. License (s)	
Hauling Unit License	
Type of Vehicle	
Float/Trailer License(s)	

D. Description of load	
What are you moving?	

E. Vehicle configuration				
# of Axle on Vehicle		Axle Spacings		Type of Axle
# of Axle on Each Trailer				
Tare Weight of Vehicle	Kg	Front to 2 nd	m.	<input type="checkbox"/> Front <input type="checkbox"/> Tandem <input type="checkbox"/> Single <input type="checkbox"/> Air <input type="checkbox"/> Triple
Registered Gross Vehicle Weight	Kg	2 nd to 3 rd	m.	<input type="checkbox"/> Front <input type="checkbox"/> Tandem <input type="checkbox"/> Single <input type="checkbox"/> Air <input type="checkbox"/> Triple
Allowable Gross Weight	Kg	3 rd to 4 th	m.	<input type="checkbox"/> Front <input type="checkbox"/> Tandem <input type="checkbox"/> Single <input type="checkbox"/> Air <input type="checkbox"/> Triple
Front Axle Manufacturer Rating	Kg	4 th to 5 th	m.	<input type="checkbox"/> Front <input type="checkbox"/> Tandem <input type="checkbox"/> Single <input type="checkbox"/> Air <input type="checkbox"/> Triple
Tire Size: Front Axle(s) of Truck		5 th to 6 th	m.	<input type="checkbox"/> Front <input type="checkbox"/> Tandem <input type="checkbox"/> Single <input type="checkbox"/> Air <input type="checkbox"/> Triple
Tire Size: Rear Axle(s) of Truck		6 th to 7 th	m.	<input type="checkbox"/> Front <input type="checkbox"/> Tandem <input type="checkbox"/> Single <input type="checkbox"/> Air <input type="checkbox"/> Triple
Tire Size: Axle(s) of trailer(s)		7 th to 8 th	m.	<input type="checkbox"/> Front <input type="checkbox"/> Tandem <input type="checkbox"/> Single <input type="checkbox"/> Air <input type="checkbox"/> Triple

REQUIREMENTS

- A valid copy of your Certificate of Insurance showing a minimum coverage of \$2,000,000 Automobile as well as \$5,000,000 Commercial General Liability (with the Counties being named as Additional Insured with respect to CGL coverage) must be included with your completed application.
- You must provide a copy (both sides) of the ownership for the tractor and trailer, if applicable, with the application

***This application form does not give the approval of the permit.
You will receive a permit when approved and payment is received.***

F. Declaration of applicant & general conditions
<p>I, _____ certify that :</p> <ol style="list-style-type: none"> 1. <i>I have read and thoroughly understand and agree that all moves shall be completed as per UCPR standards and by-laws, to the satisfaction of the Corporation of the United Counties of Prescott and Russell (UCPR).</i> 2. <i>I have read and thoroughly understand and agree to the conditions, specifications and regulations relating to this application.</i> 3. <i>The information contained in this application and other attached documentation is true to the best of my knowledge and I will not alter the information provided in this application before getting written consent from the UCPR.</i> 4. <i>I, hereby also understand that the owner of the vehicle, etc., performing the move is responsible for all damages that may be caused as a result of the movement.</i> 5. <i>The owner is responsible for obtaining and maintaining insurance as specified by the UCPR.</i> 6. <i>I hereby save harmless and indemnify the UCPR, its officers, agents, servants, and workmen from all cause of action, loss, costs or damages arising from the execution, non-execution or imperfect execution of any work authorized with or without negligence on the part of the applicant or the officers, agents, servants or workman of the applicant and thus assume all risk and liability when granted the permit.</i>

Date		Signature	
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For use by Public Works Department Administration	
Application number	Date received