

General conditions and requirements

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 KOB 1KO
- For questions, you can contact us at 1-800-667-6307

Requirements for All Permits

- You must include a Traffic Control Plan as per the Occupational Health and Safety Act along with your application:
 - The Traffic Control Plan template is included in this application form and must be filled.
- All work shall be completed as per the United Counties of Prescott & Russell (UCPR) standard drawings and to the satisfaction of the UCPR.

Insurance Requirements

- You must include proof of insurance (if you are carrying the work yourself) or a Certificate of Insurance (Contractor), as per the insurance requirements below:

Type of Permit	Work done by	
	Owner	Contractor
Entranceway	\$ 2,000,000 - Personal Insurance Proof of insurance (Copy of Policy)	\$ 5,000,000 – Commercial General Liability Provide Certificate of Insurance with UCPR and property owners as additional insured + \$2,000,000 – Automobile; Provide Certificate of Insurance
Ditch Filling	\$ 2,000,000 - Personal Insurance Proof of insurance (Copy of Policy)	\$ 5,000,000 – Commercial General Liability Provide Certificate of Insurance with UCPR and property owner as additional insured + \$2,000,000 – Automobile; Provide Certificate of Insurance
Road Cut	N/A	\$ 5,000,000 – Commercial General Liability Provide Certificate of Insurance with UCPR and property owners as additional insured + \$2,000,000 – Automobile; Provide Certificate of Insurance
Signs	N/A	\$ 5,000,000 – Commercial General Liability Provide Certificate of Insurance with UCPR as additional insured
Temporary Road Closure	N/A	\$ 5,000,000 – Commercial General Liability Provide Certificate of Insurance with UCPR as additional insured + \$2,000,000 – Automobile; Provide Certificate of Insurance

Applicable to Entrance Permit and Ditch Filling Permits

- You must include a proof of ownership such as a copy of your Deed of Land or a copy of a current Tax Bill;
- All registered owners shall sign the application.
 - If the application is prepared and submitted by someone other than the registered owner(s), please specify the Agent.
- Upon reception of your application, our area foreman will inspect the ditch where you want to build the entrance or fill the ditch in order to determine the size and length of the pipe required:
 - **It is important that you put two (2) painted stakes at the exact location where you want your entrance or ditch fill;**
 - You are responsible for the total costs of the works and of the pipe, if required.
- The work(s) must be completed within one (1) year from the date of issuance of the installation permit. The deposit will be refunded after works are completed according to the standards and that the surface:
 - of the entranceway is covered with granular "A" (type ¾" or ¾") of a minimum thickness of 150 mm; or
 - of the ditch filling is covered with grown grass.

Applicable to Road Cut Permit

- After two (2) years of the road cut and a preliminary acceptance of the works, the road cut is inspected once again to ascertain that the surface has settled properly. If all is in accordance with the standards of the Public Works Department, the deposit is refunded.

All Permit Fees

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

Type of Permit	Type of Work Performed	Administrative Fee <i>Non-refundable</i>	Security Deposit Fee <i>Refundable</i>
Entranceway	New Construction	\$ 200	\$ 1500
	Extension	\$ 200	\$ 1500
	Relocate	\$ 200	\$ 1500
	Remove	No charge	No deposit required
	Replace	No charge	\$ 1500
	Secondary	\$ 200	\$ 1500
	Temporary	\$ 200	\$ 1500
Ditch Filling	New ditch filling	\$ 200	\$ 200 / linear metre \$ 1000 minimum
	Extension and/or reparation of existing ditch filling		
Road Cut	Road cut, including the bore under the road from the ditch	\$ 200	\$ 25 / square metre \$ 500 minimum
	Gravel cut of 3 metres or less in width of roadway	\$ 200	\$ 1000 plus \$ 50 / square metre for additional width
	Asphalt cut under 50% of the travelling roadway and of 3 metres or less in width	\$ 200	\$ 3000 plus \$ 200 / square metre for additional width
	Asphalt cut over 50% of the travelling roadway and of 3 metres or less in width	\$ 200	\$ 5000 plus \$ 200 / square metre for additional width
Signs	New sign installation within road allowance	No charge	No deposit required
Temporary Road Closure	Events or parade	No charge	No deposit required
Other Work	Any type of work within the road right-of-way (subject to an offsite work agreement)	No charge	No deposit required if the deposit is part of the agreement
	Any type of work within the road right-of-way (ditching along county roads from private property)	No charge	No deposit required

By-laws

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

Type of Permit	By-law #
Entranceway	2021-19
Ditch Filling	2021-19
Road Cut	2013-26
Signs	2018-63

APPLICATION FOR ROAD OCCUPANCY PERMIT

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

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

C. Project Information				
Civic Address				
Between Civic #		Side of the road	<input type="checkbox"/> North	<input type="checkbox"/> East
And Civic #			<input type="checkbox"/> South	<input type="checkbox"/> West
County Road #		Nearest Intersection		
Lot #		GPS coordinates (x,y)		
Concession #		Roll #		
In the Township of		Proof of ownership copy enclosed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Land Severance File #		Proof of insurance included	<input type="checkbox"/> Owner	
Deed of Land #			<input type="checkbox"/> Contractor	

D. Purpose of Application (select type and subcategories)				
<input type="checkbox"/> Entranceway	<input type="checkbox"/> Commercial	<input type="checkbox"/> New Construction <input type="checkbox"/> Extension <input type="checkbox"/> Relocate <input type="checkbox"/> Remove <input type="checkbox"/> Replace <input type="checkbox"/> Secondary <input type="checkbox"/> Temporary		
	<input type="checkbox"/> Farm			
	<input type="checkbox"/> Field			
	<input type="checkbox"/> Residential			
<input type="checkbox"/> Ditch Filling	<input type="checkbox"/> New ditch filling <input type="checkbox"/> Extension and/or reparation of existing ditch filling	Length of the ditch to be filled		m
<input type="checkbox"/> Road Cut	<input type="checkbox"/> Road cut, including the bore under the road from the ditch <input type="checkbox"/> Gravel cut of 3 metres or less in width of roadway <input type="checkbox"/> Asphalt cut under 50% of the travelling roadway and of 3 metres or less in width <input type="checkbox"/> Asphalt cut over 50% of the travelling roadway and of 3 metres or less in width			
<input type="checkbox"/> Signs	<input type="checkbox"/> New sign installation within road allowance			
<input type="checkbox"/> Temporary Road Closure	<input type="checkbox"/> Events or parade	Date	Event	
<input type="checkbox"/> Other	<input type="checkbox"/> Any type of work within the road right-of-way (subject to an offsite work agreement) <input type="checkbox"/> Any type of work within road right-of-way (ditching along county roads from private property)			

J. A Traffic Control Plan as per the Occupational Health and Safety Act is required			
Applicant or Contractor's Name			
Date		Select applicable	<input type="checkbox"/> Backing Equipment <input type="checkbox"/> Limited Visibility <input type="checkbox"/> Moving vehicles <input type="checkbox"/> Turning Vehicles <input type="checkbox"/> Other _____
Time			
Location (be specific)			
WORK TO BE PERFORMED			
Supervisor		Crew	
Person(s) setting up traffic control		Person(s) directing traffic	
Name		Name	
Name		Name	
Name		Name	
Name		Name	
EMERGENCY SERVICES NOTIFIED FOR ROAD CLOSURE			
<input type="checkbox"/> Ambulance	<input type="checkbox"/> Fire	<input type="checkbox"/> Police	Notice of Project # _____
Conditions Used to Determine Traffic Control Plan		Traffic Control Requirements	
Speed Limit _____ km/h		<input type="checkbox"/> Lane Deviation Required <input type="checkbox"/> 50 km/hr Rb-1a <input type="checkbox"/> 50 km/hr Rb-5 <input type="checkbox"/> Road Work Sign TC-2 A <input type="checkbox"/> Lane Closure Sign TC-4 <input type="checkbox"/> TC Person Ahead Sign TC-21 <input type="checkbox"/> Construction ahead TC-1 <input type="checkbox"/> Stop/Slow Sign TC-22 <input type="checkbox"/> 4 Way Flasher and 360o Rotary Flasher <input type="checkbox"/> Flexible Drum TC-54 <input type="checkbox"/> Construction Zone Begins <input type="checkbox"/> Construction Zone Ends <input type="checkbox"/> Speed Fines Doubles When Workers Present <input type="checkbox"/> Hard hat, reflective garment, safety, boots	
Two (2) Lanes <input type="checkbox"/> Both <input type="checkbox"/> Same direction			
Duration <input type="checkbox"/> Long, more than one (1) day <input type="checkbox"/> Short, less than one (1) day <input type="checkbox"/> Very short, less than 30 min.			
Moving operation <input type="checkbox"/>			
Police on the site <input type="checkbox"/>			
Traffic Volume (High volume = 3000 + cars daily) <input type="checkbox"/> High 300 X _____ # cars in 3 minutes = _____ <input type="checkbox"/> Low			
Based on above site conditions and a review of the MTO Manual, the Traffic Control required is outlined on Figure # of the MTO Manual. Additional control requirements or deviations from the MTO Manual are to be detailed on the next page.			

- If the work result in the complete closing of the road to traffic during any part of a day, the applicant shall first obtain, the consent in writing of the United Counties of Prescott and Russell. Such request shall be made ten (10) days in advance of the road closure. All road closure notice signs (TC-67) shall be installed seven (7) days prior to road closure.

Phone Numbers	
Police	
Fire	911
Ambulance	
UCPR	1-800-667-6307

Setting Up and Removal of Traffic Control Area	
Plan your set-up. Place vehicles upstream for protection. Assemble devices away from the road. Minimize exposure to traffic. Ensure workers are visible and conspicuous. Start setting up, upstream. Always face traffic. Plan escape route. Be careful of curves. Cover signs that are installed before they are needed. Maintain lane width of 3 metres. Ensure the traffic is all paved or all gravel.	Remove in opposite order of set up on closed side (move upstream) Remove in same order as the installation on the open side (move downstream). Do not point work vehicles upstream. Police, fire or ambulance emergency vehicles must be allowed to pass through traffic control zones as quickly as possible. Written instructions to the person(s) directing traffic.

Additional Traffic Control Measures or Deviations from Traffic Control Plan (written or illustrated)

All work to be carried out on the property's land

Declaration of applicant & general conditions

I, _____ certify that :

1. *I have read and thoroughly understand and agree that all work 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 acknowledge and agree that no interest will be paid on deposits submitted with this application (if applicable).*
5. *I, hereby accept all responsibility for any damage caused to municipal or UCPR infrastructure or any other properties within the UCPR as a result of any type of work on or adjacent to the property described in this application. If such damage occurs, I shall immediately notify the Public Works Department of the UCPR and immediately effect, at my own cost and expense, such repairs as are required by the UCPR. For a warranty period of two years after completion, I shall be responsible for all works performed, materials, costs and repairs made.*
6. *The applicant or his contractor is responsible for obtaining and maintaining insurance as specified by the UCPR.*
7. *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.*
8. *If excavation work occurs, the excavator must have a copy of a valid Location Approval Certificate from Ontario One Call.*

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

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

TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT ONLY

Entranceway

Length of culvert	m	
Diameter size of culvert	mm	<input type="checkbox"/> Corrugated Steel Pipe (1.6 mm minimum wall thickness for pipes up to 1.2 m diameter); OR <input type="checkbox"/> HDPE (Plastic) (320 kPa compression stiffness) <input type="checkbox"/> Specifications if diameter is >1.2 m: _____
Maximum width of the top of the	m	

See Private Entrance Detailed Drawing (UCPR ENT-01-EN)

Ditch Filling

Length of culvert	m	
Diameter size of culvert	mm	<input type="checkbox"/> Corrugated Steel Pipe (1.6 mm minimum wall thickness for pipes up to 1.2 m diameter); OR <input type="checkbox"/> HDPE (Plastic) (320 kPa compression stiffness) <input type="checkbox"/> Specifications if diameter is >1.2 m: _____
Number of catch basin required		

See UCPR Ditch Filling Drawing (UCPR DF-01-EN)

Road Cut

Type of Surface to Cut	
Dimension of Cut	
Special Instructions	

See UCPR Standard Road Cut Drawings:

- Standard Road Cut Pavement Reinstatement (Pavement Depth >50 mm) UCPR RC-01-EN
- Standard Road Cut Pavement Reinstatement (Pavement Depth <50 mm) UCPR RC-02-EN
- Standard Road Cut Pavement Reinstatement (Plan View) UCPR RC-03-EN

Inspected by	
Date	