



## Road Occupancy Application Form

If you are working in the Town's Right-of-Way (road and/or boulevard) or using it for a temporary construction access, you will require a Road Occupancy Permit (ROP).

The following documents are required:

1. Application form below with all fields filled out.
2. A Certificate of Insurance with a minimum Commercial Liability of \$5,000,000 **naming the Town of Newmarket as additional insured for the project** (This document can be obtained from your contractor's Insurance Broker).
3. A Current WSIB Clearance Certificate.
4. A Book 7 Traffic Control Plan. Ontario Government website for Book 7: (pick the appropriate page for the road, lane or sidewalk you will be occupying and include that page with your application and ensure you adhere to all requirements as per Book 7 traffic control).
5. A map of the exact area where the work is to take place (ie: An Engineered drawing or a Google type overhead view with a box highlighting the work area).

**Any of the above-mentioned documents not included in the ROP Application is an incomplete submission and will not be processed.**

### Attachments included

Certificate of Insurance  WSIB  Book 7 Traffic Plan  Engineered Drawing  Other

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### OWNER INFORMATION (Property Owner or Owner of the Utility Company)

Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Cell No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### CONTRACTOR INFORMATION (Company doing the Actual Work) Indicate "same as above" if Owner and Contractor are the same

Company Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Business Phone No: \_\_\_\_\_  
Cell Phone No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Utility Services [utilities@newmarket.ca](mailto:utilities@newmarket.ca)

Public Works Services Department 905-895-5193  
395 Mulock Drive  
PO Box 328 STN Main  
Newmarket, ON L3Y 4X7



Newmarket Date of Application: \_\_\_\_\_

**Dates of Construction (must reflect ACTUAL work dates)**

Work Start Date: \_\_\_\_\_

Work Completion Date: \_\_\_\_\_

**Municipal Consent Number** if applicable. (Ensure MC Letter and Approved Drawing is attached to the ROP Application): **MC#** \_\_\_\_\_

**Address of Work Location:** \_\_\_\_\_

**Complete Description of Work** including construction methodology and maximum depth of installation. If Emergency, please provide exact details of the emergency work. If work is for a Pool installation visit the Town’s website for Swimming Pool Requirements. An ROP will still be required for pool installations.

**Please answer Yes or No as applicable**

Will sidewalk be cut, cored or excavated: \_\_\_\_\_ if Yes size \_\_\_\_\_m<sup>2</sup>

Will roadway pavement be cut, cored or excavated: \_\_\_\_\_ if Yes size \_\_\_\_\_m<sup>2</sup>

Will driveway pavement be cut, cored or excavated: \_\_\_\_\_ if Yes size \_\_\_\_\_m<sup>2</sup>

Will curb be cut or excavated: \_\_\_\_\_ if Yes size \_\_\_\_\_m

Work in boulevard or ditch: \_\_\_\_\_ if Yes size \_\_\_\_\_m<sup>2</sup>

Boring in Pavement or Boulevard: \_\_\_\_\_

Is a Road Closure Required? \_\_\_\_\_

If yes, please email [publicworks@newmarket.ca](mailto:publicworks@newmarket.ca) to request the Road Closure permit.

Does your work require connect/disconnect to Town Water or Sanitary Lines \_\_\_\_\_

If yes, please email [publicworks@newmarket.ca](mailto:publicworks@newmarket.ca) to request a permit. Please note the Water/Wastewater department requires minimum 48 hrs notice prior to work commencing.

**Email ROP application and all supporting documents to [utilities@newmarket.ca](mailto:utilities@newmarket.ca)**

**Utility Services [utilities@newmarket.ca](mailto:utilities@newmarket.ca)**

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