Newmarket

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 Book 7 Traffic Control Plan. Ontario Government website for Book 7 Temporary Conditions (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).
4. 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 ☐ **Book 7 Traffic Plan** ☐ **Engineered Drawing** ☐ **Other** ☐

Applicant Information (Person or organization responsible for permit application)

Applicant Name: _____

Address: _____

Contact Name: _____

Phone No: _____

Cell No: _____

Email Address: _____

CONTRACTOR INFORMATION (Company performing work within the Town's Right-of-way)

Indicate "same as above" if Applicant and Contractor are the same

Company Name: _____

Full Address: _____

Contact Name: _____

Business Phone No: _____

Cell Phone No: _____

Email Address: _____

Utility Services 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^2

Will roadway pavement be cut, cored or excavated: _____ if Yes size _____m^2

Will driveway pavement be cut, cored or excavated: _____ if Yes size _____m^2

Will curb be cut or excavated: _____ if Yes size _____m

Work in boulevard or ditch: _____ if Yes size _____m^2

Boring in Pavement or Boulevard: _____

Is a Road Closure Required? _____
If two-way traffic cannot be maintained, then a full road closure is required. Please email 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 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

Utility Services utilities@newmarket.ca
Public Works Services Department 905-895-5193
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