



SEGUIN TOWNSHIP ENTRANCE POLICY

Commitment to Customer Service

In keeping with the vision and goals of Seguin Township, as set out in the Township Strategic Plan, staff are dedicated to providing efficient and cost effective service delivery to meet the needs of the residents and ratepayers of Seguin Township.

Our commitment with respect to applications for the installation or modification of an entrance is the following:

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1. Seguin Township commits to meet with the applicant on site (if requested by the applicant) as soon as practicable after receipt of the application.
2. Seguin Township commits to make every effort to provide a letter of response to the applicant and / or a statement of requirements for approval and installation, within 5 (five) business days after the receipt of the application.
3. Seguin Township commits undertaking the final inspection as soon as practical after receiving the request to do so from the applicant / contractor. Seguin Township commits to processing the return of the road damage deposit (when applicable) within 2 (two) business days of approval of the entrance. A cheque will be issued to the applicant at the next available cheque run with the Township Finance Department

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Application # _____	Township of Seguin
Application for the Construction or Modification of a Road Entrance	
Owner: _____	
Address: _____	
Phone Number: _____	Email: _____
The Owner may appoint an Agent/Contractor. The Township requires that a Letter of Authorization from the Owner, to Act on behalf of the Owner, be issued to their Agent/Contractor and submitted with this Application.	
Agent/Contractor: _____	
(please print)	
Address: _____	
Phone Number: _____	Email: _____
Classification of Entrance: Residential ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Field ☐	
New Entrance?: _____ Modification to Existing Entrance?: _____	
Property Roll Number: 4903 _____	
Location of Proposed Entrance:	
Lot# _____	Concession# _____
Former Municipality _____ (Christie, Foley, Humphrey, Monteith, Rosseau)	
Fire Route/Civic Address: _____	
Side of Road: _____ (N. S.E.W.)	
Provide a sketch (below) of location of proposed entrance. Show entrance proximity to property lines, other entrances. Indicate closest cross roads (distance to entrance). N 	
Other Information or Comments: _____	

It is understood that all works will be constructed and/or altered at the expense of the undersigned. Work must not begin before a permit has been issued by the Township of Seguin. I have received a copy of the current entrance policy and bylaw and understand the obligations and responsibilities. I hereby acknowledge that I (as Owner and/or Applicant) am responsible for any damages, direct or consequential, arising from any work authorized by this application whether performed directly by the Owner or his/her Contractor, employee, agent, or otherwise and agree to indemnify and save harmless the Township of Seguin from any and all losses, costs or damages in connection with the work being performed.	
Signature (Owner) _____	Date _____
Signature (Agent/Contractor) _____	Date _____

INITIAL INSPECTION

Date: _____ Location: _____ Application #: _____

Site Distance:	1	Direction _____	Measured _____
	2	Direction _____	Measured _____

Site Distance Comments: _____

Signage Required: ☐ _____ ☐ _____

CULVERT: ☐ Required ☐ Not Required Diameter _____

Length _____ Type _____ Gage _____ Coupler _____

Ditching Required: (Describe nature of drainage improvements required including length, depth, etc.)

Restoration Required: _____

Other Requirements: _____

☐ Approved ☐ Not Approved

Signature _____ Date _____

INSPECTION #2

Date: _____ Location: _____ Application #: _____

Contractor's Name, Address, Phone #: _____

Insurance Certificate Received: ☐ Yes Details: _____

CULVERT: Diameter _____ Length _____ Type _____

Gage _____ Coupler _____

Notes & Comments: _____

Signature _____ Date _____

FINAL INSPECTION

Notes & Comments: _____

Signature _____ Date _____

Township of Seguin Road Occupancy Permit		Application # _____	
Applicant Information (Property Owner/ Utility Company)			
Name/ Contact: _____		Date: _____	
Mailing Address: _____		Email: _____	
City/ Town: _____		Phone Number: _____	
Postal Code: _____		Mobile Phone: _____	
Contractor Information			
Company Name: _____		Postal Code: _____	
Contact Person: _____		Email: _____	
Mailing Address: _____		Office Number: _____	
City/Town: _____		Mobile Number: _____	
Project Information			
Date of Application: _____		Address of Works: _____	
Municipal Consent Number: _____		Roll #: _____	
*Only necessary if this application is for Municipal Consent		Traffic Control Plan Required?: _____	
Proposed Start Date: _____		*See notes 7, 18	
Expected Completion Date: _____		Certificate of Insurance Provided?: _____	
Click all of those that apply (see below):			
☐ Install/ Repair a Municipal Service (TCP Required) ☐ Install/ Repair Utilities (TCP Required) ☐ Temporary Storage of Equipment and/or Materials ☐ Paving works ☐ Install/Replace/Extend Culvert ☐ Install/Replace Sidewalk ☐ Install/Replace Curb Cut ☐ Work in Boulevard/ Ditch ☐ Landscaping and Lot Grading ☐ New Building/ Reno/ Demo Parking ☐ Road Closure ☐ Sign Install/ Encroachment		Other (Please Specify): _____ _____ _____ <u>Entrance Works</u> <i>Requires additional Entrance Permit Application to the ROP Application</i> ☐ Construct a Permanent Entrance ☐ Construct a Temporary Entrance ☐ Move an Entrance ☐ Reconstruct an Existing Entrance <u>Municipal Consent Works</u> <i>Requires additional Municipal Consent application to the ROP Application</i> ☐ Municipal Consent Application	
Please provide a brief description of the works in 3 sentences or less:			

Please draw/ sketch the location of your project:			
Acknowledgement: (to be completed by the Contractor and Applicant)			
I have read the Agreement on Page 2 and agree to ensure all works will be constructed in accordance with the attached drawing, Township of Seguin Standards, Policies, By-laws and any requirements of this permit. We have photographed the proposed construction area in full and will provide these photos to the Township upon request for confirmation of satisfactory site rehabilitation.			
Contractor's Signature _____		Date _____	
Applicant's Signature _____		Date _____	

[illegible]

Agreement

1. All work will be constructed, altered, maintained, or operated at the Applicant's expense, and must not commence until the Township has granted approval. Township approval does not exempt the Applicant from complying with all Municipal By-Laws and Township Engineering Standards. This permit is issued under the authority of the Director of Public Works, following the Township of Seguin's latest Road Occupation By-Law and applicable regulations, and is subject to the attached conditions.
 2. By filling out this application it should be noted that:
 - a. The applicant applies to occupy the road right-of-way and agrees to comply with the current Road Occupation Policy and By-Law terms.
 - b. The applicant accepts responsibility for all liability and costs incurred by the Township of Seguin as a result of the activities specified in this permit.
 - c. The applicant will maintain the work area, and will indemnify and hold the Township harmless until completion.
 - d. The applicant agrees to submit the Road Occupancy Permit fee to the Township of Seguin as indicated on the application. For work proposed within a gravel road a deposit of \$1,000 is required. For work proposed within a surface treated road a deposit of \$2,000 is required. For work within an asphalt paved road a \$5000 deposit is required. The deposit is refundable within 30 days after sending notification of a satisfactory final inspection by the municipality.
 - e. If the applicant or their contractor fail to rehabilitate the area to the satisfaction of the Director of Public Works or his designate the Township will carry out the work. In this circumstance the deposit will be considered forfeit to the Township to cover the cost.
 - f. The Applicant/ Contractors has photographed the area of the proposed work pre and post construction. If this is not completed, this application may be considered incomplete and may result in the forfeiture of the deposit, if the Township is not satisfied with the rehabilitation.
 3. The Applicant's contractor will provide \$2,000,000 in General Liability Insurance, satisfactory to the Township and indemnifying the Township for the work's duration as described in the permit.
 4. All persons associated with the permitted work must comply with the latest Occupational Health and Safety Act and regulations, wearing required safety equipment (e.g., hard hats, reflective vests, safety boots) at all times while working within the Township's Right of Way.
 5. The permit must be issued in the Property Owner or Utility Company's name and list the person or firm performing the work.
 6. At the Applicant's request, the completion date may be extended by the Director of Public Works in unforeseen circumstances.
 7. Traffic control shall comply with the current MTO Ontario Traffic Manual, Book 7, with all necessary signage, barricades, flag persons, and detour signs, subject to Township satisfaction. A Traffic Control Plan may be required by the Director of Public Works or their designate.
 8. Access to all public and private properties must be maintained during work. Road closures require approval from the Director of Public Works, and the Fire Chief.
 9. The project site will have appropriate signage, lighting, and protection. All personnel performing the work are expected to have proper Personal Protective Equipment and will comply with the Ontario Health and Safety Act and all appropriate Federal Statutes.
 10. The Applicant or Contractor must confirm the operation of municipal services in the driveway at least 48 hours before and after work begins. Any costs for adjustments or repairs to services during work are the Applicant's responsibility.
 11. The Contractor is solely responsible for all utility locates, which can be requested by calling Ontario One Call at 1-800-400-2255.
 12. The Applicant is responsible for work performance and restoration, following Ontario Provincial Standards & Specifications and the latest Township of Seguin Engineering Standards.
 13. All excess excavated materials must be disposed as per the MECP's Excess Soil Regulation (O.Reg. 406/19)
 14. Driveway locations, widths, and construction, including culverts where needed, must comply with the Township of Seguin's latest Zoning By-laws and Engineering Standards.
 15. If work has not begun within two years of issuance or is not completed by the specified date, the Road Occupation Permit will become null and void. What happens to Deposit & Fee?
 16. The Applicant remains responsible at all times for the Contractor's actions or omissions in ensuring compliance with the Township's latest Road Occupation By-Law, Policy, and Permit.
 17. The Applicant must retain a copy of the approved permit and inform all involved parties of the conditions. The permit must be available onsite throughout the duration of work and provided on request from Township staff.
 18. The Applicant/Contractor must notify Public Works at least 48 hours before starting municipal service connections.
 19. Restorations on a single lift of asphalt will be completed using a butt joint as per OPSS MUNI 310. Restorations on a double lift of asphalt will be completed using a stepped joint as per OPSS MUNI 310.
 20. Entrances within the Township's Right of Way must have a minimum 150mm compacted granular base.
 21. This permit applies only to the work described on Page 1. Any additional work requires separate approval from the Township.
 22. By submitting this application, the applicant authorizes and consents to the release of information collected under this application for the use in Freedom of Information Act requests from the public.
- Entrance Works:**
23. The applicant must confirm that they have placed 2 high visibility stakes illustrating the limits of the proposed entrance (unless it is explicitly clear) within 24 hours of submitting the application.
 24. Upon receipt of the application, a Township representative will visit the site to confirm the location of the proposed entrance is approved and to determine the specific conditions of the approval.
 25. The Township representative will draft a letter specific to each site, clarifying the specific conditions for approval and send it to the applicant for their reference and review.
 26. Once the contractor has deemed the entrance construction complete, the applicant shall reach out to the Township to schedule a secondary inspection.
 27. If there are any deficiencies in the construction of the entrance, the Township will issue an additional letter outlining the remaining conditions required for approval.
 28. The contractor will repeat notes 26 & 27 until the Township is satisfied and closes out the permit by issuing a final approval letter and forwarding the letter to the Applicant and Treasury Department to release the deposit.
 29. If the Applicant and their Contractor do not complete the entrance to the satisfaction of the Township the deposit may be used to construct the entrance to Township Standards.

30. If the proposal will result in a full lane closure for any amount of time, a Traffic Control Plan will need to be approved by the Township prior to the start of construction. Traffic Control Plan will need to be as per the latest *Ontario Traffic Manual - Book 7 – Temporary Conditions*.
31. All municipal service projects will only be accepted if the application is accompanied by stamped engineering drawings from a reputable Civil Engineer.
32. Municipal Service Projects shall have a warranty period of 1-year to ensure no unforeseen issues manifest on site. At the end of 1-year the deposit will be released, provided no issues have been encountered with the services covered under this permit.

Install/Repair Utilities:

33. If the proposal will result in a full lane closure for any amount of time, a Traffic Control Plan will be required as per the latest *Ontario Traffic Manual - Book 7 – Temporary Conditions*.
34. Two wooden stakes bearing the Applicant and Plan name shall be placed firmly in the area of any proposed road crossing within 24 hours of submitting the application.
35. Larger utility installation projects will require 1 Road Occupancy permit application. All applicable plans must be included with the application for review and will individually require sign back for Municipal Consent approval. Approval of the ROP shall be considered a separate approval.

Temporary Storage of Equipment and/or Materials:

36. A detailed municipal servicing drawing and traffic control plan is required for municipal service work applications.
37. Storage of Equipment and/or Materials shall not be permitted in the Right-of-Way during any season where snowfall is expected (December – April) unless expressly approved by the Director of Public Works.

Paving Works:

38. Traffic Control Plan will be required as per the latest *Ontario Traffic Manual - Book 7 – Temporary Conditions*.
39. All pavement shall be applied in temperatures over and above 7° celsius unless given explicit approval from the Director of Public Works.

Install/Replace/Extend Culvert:

40. If the proposal will result in a full lane closure for any amount of time, a Traffic Control Plan will be required as per the latest *Ontario Traffic Manual - Book 7 – Temporary Conditions*.
41. All culverts shall be installed with proper bedding and compaction.
42. All restorations to the paved surface shall be completed with a proper lap joint

Install/Replace Sidewalk:

43. Concrete work shall be completed in temperature over and above 5° celsius unless given explicit approval from the Director of Public Works.

Install/ Replace Curb Cut:

44. Concrete work shall be completed in temperature over and above 5° celsius unless given explicit approval from the Director of Public Works.

Work in Boulevard/ Ditch:

45. Any contractor responsible for boulevard and ditching works shall be responsible for the stability of any slope on which they complete work. Approved methods for slope stability include: silt fencing, hay bale check dams, rock check dams, filter socks, geotextile fabric, and established vegetation. If the contractor is unsure if method of ensuring slope stability is approved, they are encouraged to reach out to the Public Works Department for approval.
46. If applicable, deposit will not be released until vegetation is established in the disturbed boulevard/ditch. If vegetation is not established within 1 year from the last inspection, the deposit may be forfeit to properly rehabilitate the disturbed area.
47. The Township will not be held responsible for the destruction of any downstream ditch or property as a result of the proposed work.

New Building/ Reno/ Demo:

48. Is there any way that this category is foreseeable or should this be updated to New Building/ Reno/ Demo Parking?

Other:

49. The Director of Public Works or his designate will stipulate the conditions for approval upon receipt of the proposal.