



Road Occupancy Permit (ROP)

DATE:

Permit No.

1. LOCATION

Street No.	Street Name
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Additional Information:

2. OCCUPANCY AREA (Check all that apply)

Road
 Sidewalk
 Boulevard or Alley

3. DESCRIPTION OF WORK/OCCUPANCY

Please describe:

Proposed Dates:	From (dd-mm-yyyy)	To (dd-mm-yyyy)
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Proposed Times:	From	To	<input type="checkbox"/> Daily Closure <input type="checkbox"/> Continuous Closure
	AM/PM	AM/PM	

4. APPLICANT'S INFORMATION

Last Name	First Name
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Company Name

Mailing Address

Apt/Unit	City/Town	Province	Postal Code
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Home Phone No. ()	Cell Phone No. ()	Email Address
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5. INSURANCE & INDEMNIFICATION (Minimum \$2,000,000 Liability Required)

Insurance Provider	Liability Insurance Policy No.:
	Expiry:

- Permit Application
- Plan/drawings detailing location and extent of proposed works
- Insurance Certificate (With Town of Essex named as additionally insured)
- Permit Fee (Cheque made payable to the Corporation of the Town of Essex)

THE APPLICANT AGREES TO ALL CONDITIONS SHOWN HEREIN AND AS SHOWN ON THE REVERSE SIDE OF THIS PERMIT

Print Name: _____

Signature: _____ Date: _____

****TOWN USE ONLY****

Design Modifications: _____

Permit Issuance Date: _____

Permit Issued By: _____

THIS PERMIT EXPIRES ONE (1) YEAR FROM DATE OF ISSUE

Conditions of Permit Issuance

General:

1. This permit is not valid until a copy, signed by an Infrastructure Services Manager, is received from the Town of Essex.
2. All works carried out under this permit must be in conformance with current Town of Essex standards and requirements.
3. All changes and/or deviations from the approved plans and/or locations shall be subject to re-approval by the Town of Essex.
4. The site, as detailed in the approved plans, must be restored to the satisfaction of the Town of Essex.
5. "As Constructed" drawings, based on in situ measurements, are required to be submitted to the Town of Essex for any new installations.
6. If the applicant has a valid agreement with the Town of Essex that governs the requirement to obtain permits and do work in the right-of-way, and there is a difference between the terms and condition herein verses what is contained in the agreement, then the agreement shall prevail.
7. Positive drainage shall be maintained during the course of work.
8. All utilities' infrastructure shall be protected and supported, to the satisfaction of the affected utility.
9. The Applicant shall not cut, trim or interfere with any trees (including roots) in the right-of-way without approval by the Town of Essex.
10. Property owners and/or residents shall receive a minimum of 24 hour written notice prior to temporary closing of an entrance, unless it is an emergency.
11. The Applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators and flashing lights necessary for the protection of the public and the safe operation of the installation at the Applicant's own expense, and comply with all other applicable requirements of the Ontario Traffic Manual, Book 7, latest revision. (Note: This manual depicts minimum standards, additional signing may be required.)
12. All disturbed or affected areas will be maintained and restoration guaranteed, for one year after complete acceptance of this work by the Town of Essex at the Applicant's expense.

Insurance and Indemnification:

The Applicant agrees to:

1. Accept full responsibility for the protection of all utilities' plant, private property and persons affected by its operations.
2. Provide proof of liability insurance (\$2,000,000 minimum), naming the Town of Essex as additional insured.
3. Indemnify and save harmless the Town of Essex from all actions, incorrectly or negligently performed by the Applicant as required by the terms of this permit or the By-law, and will be responsible for damages, injuries, or accidents resulting from any of his/her operations, or caused by reason of construction, maintenance or existence of the Road Cut or Excavation, or materials, plants, equipment used in connection with the construction, maintenance or existence of the Road Cut or Excavation.

Failure to comply with all conditions will void this permit.