



# Application for Temporary Road Occupancy

500 George St N | Peterborough, Ontario | K9H 3R9  
Infrastructure & Planning Services | Traffic Division  
(705) 742-7777 ext. 1843 or ext. 1443  
[RoadOccupancyPermits@peterborough.ca](mailto:RoadOccupancyPermits@peterborough.ca)

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## 1. Applicant Information

**Applicant/Company Name**

**Email Address**

**Application Date**

**Company Address**

**Contact Person**

**Office Phone / Mobile Phone**

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## 2. Road Occupancy Details

**Nature of Use** – Describe the work being completed (road work, sewer work, boreholes, etc.)

**Location** – Provide the location of the work being completed (street, intersection, address, etc.)

**Date(s) and Duration of Occupancy** – Indicate the requested dates and project duration.

**Road occupancy on arterial/collector designated roadways is only permitted from 9:00 a.m. and 3:30 p.m.**

**Minimum notice for Road Closures is 20 Business Days.**

### 3. Application Submission Requirements

#### 3.1 Certificate of Insurance

The applicant must furnish a satisfactory Certificate of Insurance evidencing Commercial General Liability coverage in an amount of no less than \$5,000,000 naming **The Corporation of the City of Peterborough** as Additional Insured. The policy must contain a cross-liability/severability of interest clause, contain no materially restrictive language toward the work and afford 30 days notice of cancellation to 500 George St N, Peterborough, ON, K9K 3R9

#### 3.2 Type of Road Occupancy Permit Requested (Check all that apply)

##### Lane Closure

- **Traffic Control Plan** – A Typical Layout (TL) plan from the [Ontario Traffic Manual, Book 7: Temporary Conditions](#).
- The traffic control plan provided must be applicable for the traffic volume at the work zone and for the duration of the work being completed.

##### Road Closure

- **Detour Map** – please attach your proposed detour route showing all applicable signage.
- Detours should be designed in accordance with Ontario Traffic Manual, Book 7: Temporary Conditions, and must be approved by the City of Peterborough Traffic Division.

##### Sidewalk Closure

- **Pedestrian Control Plan** – please attach your proposed Pedestrian Control Plan designed in accordance with Ontario Traffic Manual, Book 7: Temporary Conditions, including signage, if you intend to close a sidewalk.
- Barricades and signage indicating that the sidewalk is closed and businesses are open must be installed on both sides of the closure at the nearest controlled crossing.

##### Scaffolding Installation

- Please provide an Engineer Stamped Drawing for the proposed scaffolding.
- Once the scaffolding is erected, an inspection is to be completed by a qualified Engineer and a copy of the report must be provided to the City of Peterborough Traffic Division.

##### Work on a Building

- Please provide a copy of the Ministry of Labour Notice of Project for work being done on a building.

##### Overhead Work

- Please provide a copy of the Manufacturer's specifications and vehicle inspection report if you plan to use a hydraulic jack, scissor lift, crane, bucket truck, or any other equipment for overhead work.

### 3.3 Map of Proposed Work Site

- Please provide a map showing the work zone labeled with street names and addresses.
  - Indicate on the map if the work is taking place in the roadway, on the boulevard, or on private property
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## 4. Terms and Conditions

**This permit for temporary road occupancy will be issued subject to the following terms and conditions:**

- I. The Applicant covenants and agrees to indemnify and save harmless The Corporation of the City of Peterborough from any claim, liability or lawsuit on behalf of the Applicant or any third party, arising by reason of the Applicant's use of the road allowance. The Applicant acknowledges that the City may revoke any such permission forthwith upon written notice to the Applicant.
- II. The Applicant hereby agrees to repair any injury or damage done to the pavement, curbs, sodding, trees, sidewalk, or any other property situated on the said road allowance, by reason of such use, at the expense of the Applicant and to the satisfaction of the City Engineer.
- III. All work is to be conducted in accordance with O.Reg.213/91, Ontario Occupational Health and Safety Act and regulations.
- IV. Access to all residences and businesses is to be maintained at all times.
- V. All signing, delineators and traffic control personnel are to be in accordance with the Ontario Traffic Manual - Book 7: Temporary Conditions and maintained to the satisfaction of the City Engineer or designate.
- VI. Sufficient signs and barricades are to be installed to ensure pedestrian/cyclist safety and maintain accessibility to all users. Sidewalk Closed signs are to be placed at the nearest controlled intersections in the event of a sidewalk closure.
- VII. The Applicant is responsible for collecting curbside waste and moving it to a location accessible by Waste Management in the event of a road closure on a pick-up day.
- VIII. If the work requires the use of a paid parking stall, it is the responsibility of the Applicant to contact the City of Peterborough Parking Supervisor to secure spaces. Permits will not be issued without conformation that the parking spaces have been paid for.  
  
Lynn Todd – Parking Supervisor  
Tel: (705) 742-7777 Ext. 2758  
Email: [LTodd@peterborough.ca](mailto:LTodd@peterborough.ca)
- IX. Occupancy within 30 meters of an intersection under traffic signal control requires the presence of a paid duty police officer to direct traffic as per OTM Book 7 – Temporary Conditions.

- X. Occupancy of arterial and collector designated roadways is **not permitted** during peak traffic times. Peak times are from 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 6:00 p.m. Monday to Friday. A summary of arterial and collector designated roadways is available from the City of Peterborough Traffic Division.

**If the requested road occupancy requires a road closure, the following conditions also apply:**

- XI. Road Closed information signs (TC-67) and detour signs are to be placed in accordance with Ontario Traffic Manual - Book 7: Temporary Conditions and the detour plan attached to this permit. Proposed information signs (TC-67) are to be placed a minimum of one week in advance of the closure.
- XII. Written notice shall be sent to all property owners, residents, businesses, churches, and schools within the vicinity of the closure at least 72 hours in advance of a road closure.
- XIII. The following agencies must be notified via fax 72 hours in advance of a road closure.

City of Peterborough Police  
(705) 876-1218  
City of Peterborough Traffic Division  
(705) 742-6273  
City of Peterborough Fire  
(705) 745-2460  
KRUZ/Wolf Radio Station  
(705) 742-7708  
Peterborough County Ambulance  
(705) 745-1784

Magic 96.7 Radio Station  
(705) 876-1917  
City of Peterborough Transit Division  
(705) 742-3741  
Energy 99.7 Radio Station  
(705) 742-1417  
City of Peterborough Public Works  
Division (705) 743-3223  
Student Transportation Services of  
Central Ontario info@stsko.ca

Failure to comply with the conditions of this permit may result in immediate cancellation of this permit and the right to occupy the City of Peterborough right-of-way. Any questions regarding this application are to be directed to City of Peterborough Traffic Division via email at [RoadOccupancyPermits@peterborough.ca](mailto:RoadOccupancyPermits@peterborough.ca) or by phone.

Graeme Pickett  
Traffic Engineering Technologist  
Tel: (705) 742-7777 Ext. 1752

Lauren Maloney  
Traffic Engineering Technologist  
Tel: (705) 742-7777 Ext. 1443

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## 5. Declaration

I hereby agree to the above terms and conditions set out by the City of Peterborough. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signature of Applicant

Signature of Witness

Print Name

Print Name