

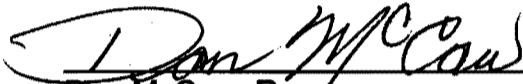
**The Corporation of the Township of Wollaston**


**By-Law 09-12**

Being a By-law to enact the adoption of the Road Surface Cut/Dig Policy to prohibit anyone from cutting into or digging into the surface of any Municipally assumed road or sidewalk unless they have submitted an application for a Road Surface Cut/Dig Permit that has been approved by the Roads Superintendent and approved by Council.

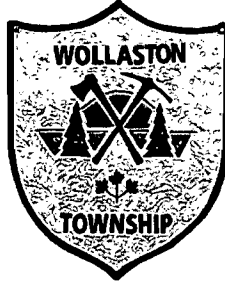
All By-Laws or parts of By-Laws previously passed inconsistent with the provisions of By-Law 09-12 are hereby repealed.

PASSED this 12<sup>th</sup> day of June, 2012

  
\_\_\_\_\_  
Dan McCaw, Reeve

  
\_\_\_\_\_  
Jennifer Cohen, Clerk





## **Road Surface Cut/Dig Policy**

Approved By: Township of Wollaston Council

Approval Date: June 12, 2012

Effective Date: June 12, 2012

### **Policy Statement**

The Township of Wollaston Council believes that it is in the public interest to prohibit anyone from cutting into or digging into the surface of any municipally assumed road or sidewalk unless they have submitted an application for a **Road Surface Cut/Dig Permit** that has been approved by the Roads Superintendent and approved by Council.

### **Purpose**

The purpose of this policy is to define the permit process and associated fees.

### **Application**

The application must be accompanied by a drawing with accurate dimensions indicating the exact location of the proposed work, the depth and width of the cut or dig and the materials to be buried.

### **Requirements**

All work shall be done to the satisfaction of the Roads Superintendent, either by municipal staff or by a qualified contractor hired by the municipality, who will provide proof of liability insurance to the municipality. Traffic control will be the responsibility of the contractor and must meet Book 7 Traffic Manual Standards.

Any sidewalks, storm drains, catch basins, grates, curbing or utilities damaged during the construction shall be repaired immediately by the contractor, at the expense of the applicant.

If the nature of the work involves burying electrical cables, the Roads Superintendent requires an Electrical Safety Authority Certificate of Inspection be submitted to the municipality within 30 days of project completion.

### **Fee**

Approved applications shall be subject to a non-returnable fee of **\$100.00** made out to the Township of Wollaston

### **Bond**

Each approved application for a permit will also be accompanied by a performance bond/deposit from the contractor in the amount determined by the Roads Superintendent, made out to the Township of Wollaston to assure compliance with this policy. This bond will be

**Definitions**

This policy applies to anyone wishing to cut or dig into the surface of any municipally assumed road or sidewalk.

**Exclusions**

All Departments of the Municipality are exempt from the provisions of this policy.

**Policy Authority**

This policy as been adopted by Wollaston Council by By-Law 09-12, dated June 12, 2012.

**Consequences of Non-Compliance**

Failure to comply with the requirements of this policy shall result in the deposit bond being forfeited.

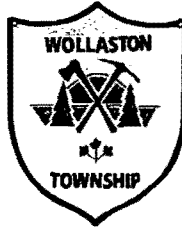
Cutting or digging into the surface of any municipally assumed road or sidewalk without an approved application shall be subject to a \$300. Fee, as per Wollaston Township's Building and Construction Fee by-law 17-12, in addition to the road surface cut/dig application fee.

Signed: \_\_\_\_\_  
Dan McCaw, Reeve

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Jennifer Cohen, Clerk

Date: \_\_\_\_\_



## Road Surface Cut/Dig Application

Date Work is to be done: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address where work is to be done: \_\_\_\_\_

Daytime or cell phone: \_\_\_\_\_

Description of Proposed Work (Please attach drawing) \_\_\_\_\_

### Roads Department

This application is \_\_\_\_\_ APPROVED with these conditions:

\_\_\_\_\_  
\_\_\_\_\_

This application is \_\_\_\_\_ DENIED for these reasons:

\_\_\_\_\_

### Council

This application is \_\_\_\_\_ APPROVED Resolution # \_\_\_\_\_

This application is \_\_\_\_\_ DENIED Date: \_\_\_\_\_

### Fee

The application fee of \$100 has been received \_\_\_\_\_ Date: \_\_\_\_\_

The deposit bond fee determined by the Roads Superintendent has been

received \_\_\_\_\_ Date: \_\_\_\_\_

### Contractor

Contractor's name \_\_\_\_\_ phone # \_\_\_\_\_

Contractor's Insurance Policy # and Carrier \_\_\_\_\_

Signature of Clerk or Deputy \_\_\_\_\_