



Authorization of Property Owner

I/We _____ certify that I/we are the legal owner(s) of

Owner Name(s)

_____ and I/we authorize

Property Address
Applicants Name

as an agent working on my/our behalf for the purposes of this application.

I/We acknowledge my/our responsibility to comply with all applicable permit, site plan and by-law conditions as indicated within in this documents, as well as any special conditions identified through the Town of Oakville’s approval process.

Signature of Property Owner(s)

Date

The following are the Engineering Permit Conditions that apply to all DEPA permits.



Engineering Permit Conditions

General Conditions

1. This permit is only valid for the works indicated in the Permit Details section of this document and does not constitute site plan, Municipal Consent and/or service connection approval.
2. All works carried out under this permit must be completed to the satisfaction of the Town of Oakville.
3. The applicant is responsible to have all locates conducted prior to the commencement of works, where there is any excavation.
4. When working, a copy of this permit and the utility locates (if applicable) must be on site. Failure to do so may result in work stoppage.
5. This permit is not valid until signed by both the Town and the applicant, and a copy is received by the Town of Oakville.
6. The return of a copy of this permit or phone call/ email to this office is notification that the works have been completed.
7. Positive drainage shall be maintained at all times during the course of work.
8. Where required, all utilities are to be protected and supported to the satisfaction of the utility/ owner.
9. Road surfaces and sidewalks shall be kept clear of obstructions and/or debris to avoid hazard or inconvenience to the public at all times.
10. Mud tracking onto municipal right-of-ways must be mitigated with onsite siltation measures, cleaned regularly. A road cleaning program is also required to prevent any accumulation. Town Staff may direct additional cleaning and if deemed a safety hazard stop works contributing to mud tracking.
11. All changes or deviations from the submitted and approved plans shall be subject to approval by the Town.
12. During the course of the approved works, no roads shall be closed; unless a road closure permit has been issued.
13. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporarily closing of an access to business or homes.
14. The applicant agrees and accepts full responsibility to supply and place all barricades, warning signs, delineators and flashing lights/signs necessary for the protection of the public and the safe operation of the works as per the Ontario traffic Control manual (OTM) Book 7, Temporary Conditions latest revision. The applicant also agrees to clean and maintain all of the above devices on a regular basis.
15. All disturbed or affected areas are to be maintained and guaranteed for one year after completion and acceptance by the Town, at the applicant's expense.



OAKVILLE

16. The applicant is required to contact the Town of Oakville 48 hours before starting work for excavation (road cut – service connection) permit and culvert installation, 905-845-6601
17. The applicant accepts the Town's right to perform any necessary remedial work caused by the applicant's operation subject to the following conditions:
 - a. The Town will give the applicant twenty-four (24) hours notice of any remedial work required, except for emergency work.
 - b. If at the end of the time allotted in a. (above), the applicant has not commenced or completed the remedial work as required, the Town may undertake to have the work completed by whatever means deemed necessary.
 - c. The applicant shall reimburse the Town for all costs including 50% Town administration costs.

Tree Protection

1. The applicant shall not cut, trim or interfere with any trees in the right-of-way without approval from the Town.
2. Tree Protection Zone (TPZ) hoarding must be installed around all municipal trees and private boundary trees as per the Town's Site Alteration By-Law and tree by-laws. TPZ's are also recommended for all other trees on private property.
3. Trees located on private property that have been identified to remain (i.e. OMB decision, Council decision and/ or Development Arborist Report) must be hoarded. Tree removals on private property must be in accordance with the Private tree By-law.
4. All required tree hoarding must be installed prior to commencing work remain in place until all work is completed.
5. Utility access corridor(s) must be located outside TPZ's. No trenching is allowed. Trenchless methods of construction are allowed provided there is Arborist supervision.
6. No trees shall be removed from the municipal right-of-way unless specific approval is given in advance of proposed removals.

Erosion and Sediment Controls

1. All erosion and sediment controls are to be installed, as per the approved plans, prior to commencement of any work on site and remain in place for the full duration of the work.
2. Erosion and sediment controls are to be in proper working order at all times. They are to be maintained (including removal of silt) as required and inspected regularly (including after every storm event). On larger projects/ sites, weekly inspection reports and maintenance logs may be required, as determined by the Town in its sole discretion.



OAKVILLE

3. Where work areas require dewatering, the water shall be filtered/ treated to have a discharged with suspended particles no greater than 40 micron in size.
4. Existing storm sewers and water courses adjacent to the work shall be protected at all times. All inlets (rear lot catchbasins, road catchbasins, pipe inlets, etc.) shall be secured / fitted with siltation control measures.

Grading

1. Existing drainage patterns are to remain, unless otherwise identified and detailed on the approved plan as part of the works.
2. The works shall not interfere with the existing drainage pattern of adjacent properties and/ or lot line drainage swales. Grading alteration within 0.3m of the property line is not permitted, unless specifically approved.
3. Finished grade adjacent to any existing building must be minimum 150mm (6 inches) below top of foundation wall and drain away from buildings at a grade of 2% minimum (paved or hard surface 1%) at all times.
4. Grade may not be changed to allow flow towards existing or proposed buildings, unless an approved temporary or permanent intercept is constructed.
5. Retaining walls, including footings, must be located wholly within the property they are designed for and shall be minimum of 0.3m from property line and wall ends to be tapered to maximum 0.15m in height. Retaining walls exceeding 1m in exposed height require engineering details and plans stamped by a Professional Engineer. Top and bottom elevations are required along the wall.

Boulevard and Roadside Works

1. Road shoulders are to be repaired as per the Trenches, Granular and Compaction Conditions, clean of mud and clay, etc. and restored to the original cross-section and appearance.
2. Grassed areas adjacent to homes and businesses should be sodded. All other rural areas shall be seeded and straw mulched. Topsoil shall be placed to a minimum of 100mm (4") depth prior to sodding or seeding as per the Town's requirements.
3. All disturbed ditches shall be restored to their original condition or better with positive drainage and no standing water. Ditches shall be sodded and staked as required.
4. Boulevards shall be restored with a cross slope of between 2 and 4% and meet the same elevation as the sidewalk and curb.
5. Paved asphalt strips adjacent to the curb, if any, and center medians are to be restored to their original condition and material depths.
6. Sidewalks are to be restored to meet Town standards with material depths to conform to both driveway and non-driveway locations.



Driveways and Entrances

1. Any portion of a driveway on the town right-of-way, within the urban boundary or on an urban road cross section, must have a paved hard surface.
2. Rural entrances may be compacted granular and shall have a minimum platform width of 6M.
3. All top soil within the limits of a proposed access/ widening, from the edge of the existing shoulder or curb to street line shall be removed and disposed of by the applicant.
4. Compacted granular base for a residential driveway within the right-of-way shall be 150mm (6") min. of Granular "A" or 19mm limestone crusher run.
5. Compacted hotmix asphalt for a residential driveway shall be 75mm (3") min. Other materials may be used as approved
6. Driveway aprons in North Oakville shall be concrete as per Town standards.
7. In ditched right-of-ways, driveway culverts are required, other than at highpoints. All culverts shall be new; corrugated/ ribbed steel, PVC "Big O" or HDPV pipe; diameter and length specified on the permit.
8. Culverts shall be backfilled with a minimum compacted base of 150 mm of 19 mm limestone and cover of 300 mm 19 mm limestone.
9. Driveway side slopes should be graded to a maximum of 3:1 ration from the entrance platform to the ends of the culvert invert with 100mm topsoil and sodded.
10. Fencing, gates, curb, headwalls, etc. shall not be constructed or installed in the right-of-way unless approved by the Town.

Trenches, Granular and Compaction

1. Trenches shall be fully compacted by mechanical means, (roadway - 100% SPD, roadside - 95% SPD, roadside tree zone - 80% SPD) and all surfaces restored to original condition or better. Positive drainage shall be maintained at all times.
2. Mechanical and /or vibratory compaction equipment shall be on site prior to commencing work.
3. Trench to be backfilled with Granular "B", in 300 mm (1') lifts to 450 mm (18") below the road surface and each lift shall be compacted using mechanical tampers or vibrators. Water is to be used, if required, to obtain the required compaction.
4. Granular "A" base course to be used up to 150 mm (6") below the asphalt. Material placed in 300 mm (1') lifts and compacted using mechanical tampers or vibrators. Water is to be used, if required, to obtain the required compaction.
5. Unshrinkable fill and / or steel plating of trenches shall be used on arterial and collector roads where the trench is deeper than 1.2 m. Use on residential roads is at the Town's discretion.
6. All steel plates must be 25mm (1") thick, placed flush with the driving surface. Plates must have a 0.3m (1') bearing surface on all sides of the excavation.



OAKVILLE

7. The applicant agrees and accepts full responsibility to test and dispose of any excess soil/ road materials removed from the right-of- way.

Road Works – Asphalt

1. Prior to asphalt removal, the asphalt shall be cut full depth to leave a clean straight edge. Excavation equipment such as backhoes, etc. shall not be used for this purpose. The adjoining asphalt shall be protected from equipment damage.
2. Permanent repairs using hot-mix asphalt shall be made within 7 days.
3.
 - a. On minor residential roads, if the final asphalt repair is not carried out immediately, cold patch shall be placed as a temporary surface. Cold patch shall be 50mm thick and flush with the existing road surface.
 - b. On arterial, collector and avenue roads which have heavy traffic volumes, it is necessary to repair using hot-mix asphalt immediately.
 - c. **Under no circumstances shall any road cut be left with a granular surface.**
4. Prior to permanent asphalt repairs, a 300 mm wide strip of asphalt each side of the excavation shall be removed by full depth saw cutting.
5. HL-8 hot-mix base asphalt to be placed in 2 lifts to match existing base asphalt depth, placed as per OPSS 310/1150. Minimum depth is 100 mm.
6. HL-3 hot-mix surface asphalt to be placed as per OPSS 310. Minimum depth is 50 mm.

Road Works – Concrete pavement, Surface/Base

1. Existing concrete surface / base must be saw cut a minimum 300 mm wider than the excavation on all sides.
2. Concrete pavement is to be replaced to match the existing with 35 MPa, high early as per OPSD 509.101, OPSS 1350.
3. 15m epoxy coated rebar, 600mm in length shall be doweled into the existing concrete 300mm on all sides of the excavation. Dowels are to be spaced at 600mm intervals.
4. Concrete pavement shall not be opened to traffic until it has reached 75% of the 28 day strength.

Temporary Street Occupation (TSO)

1. The permit allows for a maximum of 3 “parking” spots to be used, or as limited by the approval on the reverse side.
2. Permits are valid from 7 AM to 7 PM. **Overnight storage of equipment, material, disposal bins or parking of vehicles is not permitted, unless specifically authorized.**
3. All equipment, material and disposal bins parked/ placed on the road shall be delineated at all times with standard 18” traffic cones.



OAKVILLE

4. All bins shall have the bin owners name and phone number clearly marked on the bin.
5. Only one lane can be blocked in front of the property where works are being carried out. Should the area be signed “No Parking”, “No Stopping”, etc. the opposite side of the road shall be utilized.
6. Driveways for adjacent properties shall not be blocked at any time.
7. All vehicles must obey all parking restrictions, including “No Parking” and “No Stopping” zones. All parked vehicles must face the direction traffic moves.
8. Any damage to the Town’s right-of-way (asphalt, curb, sidewalk, boulevard, ditch, trees) is the responsibility of the applicant to repair, to the Town’s satisfaction.
9. If boulevard storage is required, tree protection conditions apply as per Parks Forestry Department.

Pool Conditions

1. Every swimming pool must be fully enclosed to comply with the by-law and be located a minimum of 1.24m (4 feet) from a house.
2. All doors that form part of an enclosure shall be equipped with a bolt or chain latch at a minimum of 1.82 m (6 feet) above the inside floor level. All garage man doors leading to the pool areas and gates that form part of a pool enclosure shall be equipped with a self-closing mechanism and a locking device 1.24 m (4 feet) above ground level. All framing and bracing, including horizontal structural members shall be located on the inside (pool side) of the enclosure. If a Town owned fence is being utilized to enclose your pool structure. Should the fence require maintenance, the homeowner, and subsequent owners, must ensure that the Town is immediately advised. Spaces from the underside of the pool enclosure to the ground shall not exceed 50 mm (2 inches).
3. The pool constructor shall complete a Pool Enclosure Certification and submit to the Town minimum 24 hrs. before filling the pool with water. Failure to do so will result in immediate charges under the Pool Enclosure By-Law, 2006-071. A copy must also be given to the property owner.
4. All pool water (back wash, seasonal, etc.) to be drained to the street curb or ditch at the front of the property, via dedicated sump pump if required.

Additional Permits

1. This permit is issued in conjunction with a TZ Permit. You must abide by all the conditions of that permit when undertaking work under this permit.