



Centre  
Wellington

CONSTRUCTION CONDITIONS AND  
STANDARDS FOR WORKING ON  
TOWNSHIP OF CENTRE WELLINGTON  
PROPERTY

DECEMBER 2025

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## Construction Conditions and Standards for Working on Township of Centre Wellington Property

### 1. **General Conditions of the Road Occupancy and Access Permit**

- 1.1. The term “Permit Applicant” shall be the person that is in charge (responsible person) of the work being performed in a Road Occupancy and Access Permit (ROAP) being applied and / or approved for at any specific time throughout the duration of work.
- 1.2. It is the responsibility of the Permit Applicant responsible for administering the work to notify their project team to be familiar with and understand the foregoing conditions herein. Permit Applicants are expected to have sufficient knowledge, experience, and equipment for working on Township Roads.
- 1.3. Prior to any related work Township Road allowance, the Permit Applicant or designate shall apply to the Township to obtain a Road Occupancy and Access Permit (ROAP). The Road Occupancy and Access Permit application can be obtained at <https://www.centrewellington.ca/township-services/applications-licences-permits-and-policies> under Road Occupancy and Access Permit. The completed application is to be returned to the Township of Centre Wellington - Infrastructure Department by email to [roadspermits@centrewellington.ca](mailto:roadspermits@centrewellington.ca)
- 1.4. The Permit Applicant shall provide proof of General Liability Insurance of a minimum amount of 2 million dollars naming the “Township of Centre Wellington” as additional insured before any work is permitted to begin.
- 1.5. The Permit Applicant agrees to indemnify the Township of Centre Wellington, and its employees, elected officials, and agents against any and all actions, causes of action, suites, claims and demands whatsoever which may arise either directly or indirectly by reason of undertaking any of the Permit Applicant’s work with respect to the development approvals and construction, also including all claims, demands, actions and proceedings in respect of any cost, expenses, loss, damage or injury, including death arising by reasons of or in connection with the issuing of a ROAP.
- 1.6. A hand delivered letter or door knocker is circulated by the applicant to neighbouring businesses and residents that may be affected by work activities associated with this project two weeks ahead of mobilizing to site. This letter / door knocker will explain project contact name and phone number, project scope, project schedule information, and restoration practices. A copy of the letter or door knocker is to be provided to the Township of approval and reference ahead of delivery.
- 1.7. In situations where the Permit Applicant will be actively working continuously in the Township for a period greater than a week, a project communication strategy is required to be developed with the Permit Applicant will include project signage requirements, contact information, and public concern resolution methods. Signage must include Company name, “is working in your area”, “Any questions call” and phone number that will connect to company staff.
- 1.8. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary affecting access to homes and businesses.

- 1.9. It is a condition of Township approval that the Permit Applicant (responsible persons for inspections and compliance) is liable with respect to all work done on Township property. This liability shall extend to such time as the works have been granted final compliance, including all applicable invoices paid, land conveyances and listed Township requirements are completed to the Township's satisfaction prior to reduction/release of any applicable deposits.
- 1.10. Unless otherwise specified, Ontario Provincial Standards and Specifications and Township Design Standard Drawings and construction specifications/practices shall be adhered to.
- 1.11. Approved drawings and plans must be adhered to at all times unless otherwise directed by the Infrastructure Service's Department. All works on Township rights-of-way shall be carried out as per the approved drawings and applicable Township standards/guidelines, OPSS & OPSD drawings & regulatory specifications, policies and/or as required by the Township's Infrastructure Service's Department.
- 1.12. It is the Permit Applicant's responsibility to schedule the proposed work so that it is coordinated with other known work taking place within the area of the proposed work zone.
- 1.13. The Township of Centre Wellington assumes no responsibility for the accuracy of the information, dimensions provided by others, or conformity to any applicable By-laws or regulatory authorities.
- 1.14. It is the responsibility of the Permit Applicant to ensure that the road allowance limits are known.
- 1.15. The requirements of this Road Occupancy and Access Permit shall be performed to the satisfaction of the Managing Director of Infrastructure, or designate; otherwise, the site may be closed until those requirements are met.
- 1.16. The Managing Director of Infrastructure or designate reserves the right to cancel or suspend this permit wherever and whenever it is deemed necessary.

## **2. Construction Conditions - General**

- 2.1. All construction correspondence is to be directed to the Township Infrastructure Service's Department and must specify the appropriate Township approval and permit numbers to [roadspermits@centrewellington.ca](mailto:roadspermits@centrewellington.ca).
- 2.2. The Permit Applicant shall take pre-condition photos to record the pre-construction state of the areas that will be impacted.
- 2.3. The Permit Applicant is to ensure all personnel working under this permit do so in accordance with Ministry of Labour's Occupational Health and Safety Act for Construction Projects. Trench safety must be in accordance with current Ministry of Labour Training and Skills Development Standards (M.O.L. trench numbers must be available).
- 2.4. When working, a copy of the approved ROAP and utility locates must be on site at all times.
- 2.5. A ROAP is not considered valid until signed, approved by the Township.
- 2.6. The ROAP must include all approved project specific drawing/plans and sketches.

- 2.7. An approved ROAP is only valid for the date, time, locations, and type of work listed only.
- 2.8. The Permit Applicant is responsible to report all damages to existing Township property. Any above/below ground infrastructure damaged during construction is to be reported to the Township Infrastructure Service's Department (roadspermits@centrewellington.ca), and the repair may require the work to be completed by the Township at the Permit Applicant's expense.
- 2.9. The Township at any time may request a copy of the daily construction reports or other timing/scheduling as required at the sole discretion of the Township.
- 2.10. It is the responsibility of the Permit Applicant to protect all existing survey monumentation on or adjacent to the site that may be destroyed or disturbed during construction. Should these monuments be damaged in any way, the Permit Applicant shall have the survey monuments replaced by an Ontario Land Surveyor prior to the reduction of any security.
- 2.11. All utilities shall be protected and supported, to the satisfaction of the utility concerned.
- 2.12. The Permit Applicant will ensure that the Township Road surfaces, ditches and boulevards are kept clear of dust, mud, building materials and other debris until the lands represented by this approval are fully developed and assumed by Township Road Operations. The Permit Applicant acknowledges that the Township will carry out any remedial work deemed necessary at the Permit Applicant's expense if such requirements are not carried out within 24 hours of notice being given to the Permit Applicant or without any notice if, in the opinion of the Director of Infrastructure Services or the designate, immediate action is required. Repeat infractions will be subject to a stop work order, revoking of the road occupancy permit and/or the required reapplication for a Road Occupancy and Access Permit.
- 2.13. The Township reserves the right to require a tire wash station or mud mat if it is deemed necessary for the safety of the public.
- 2.14. In the event that the Township must rectify any deficiencies, make any remedies or must carry out the cleanup of roads from mud, dust, refuse, debris, or improperly stored equipment and machinery the Permit Applicant acknowledges that the Township shall invoice the Permit Applicant, for each occurrence, a minimum of set out in the Township's Fees and Charges By-law. [2023 Fees and Charges By-law states "Rectify any deficiencies, make any remedies or carry out the cleanup of roads within 24 hours or immediately if deemed a public safety concern by the Township (each occurrence)" \$2,200 or twice the actual cost to Township to perform the work, whichever is greater.]
- 2.15. It is the responsibility of the Permit Applicant to ensure inspection that utility locates are staked out prior to any construction and all utilities are relocated to the approved design grades and location when applicable.
- 2.16. All drainage works require sediment and erosion controls satisfactory to the approval agencies during construction periods. Prior to and during construction, procedures and controls need to be in place for the minimization of erosion which might occur during construction. The Permit Applicant shall ensure routine inspections, as well as after every major storm event, for the sediment and erosion control devices to maintain their efficiency as per design and field conditions. Cleanup/hydro-vac of existing

infrastructure, including manholes, catch basins, ditches, etc., may be required after ESC failures. The Permit Applicant responsible for inspections is to ensure the permitted work adheres to best construction practices.

- 2.17. Where the stability, safety or function of the existing roadway or underground facilities may be impaired due to the Permit Applicant's method of operations, the Permit Applicant shall provide such protection plans to the Road Authority with the permit for approval. This protection may include sheathing, shoring and the driving of piles where necessary, to prevent damage to existing services or proposed works. Construction for shoring, bracing and protection schemes shall conform to the specifications of OPSS MUNI 538 and OPSS MUNI 539 current version. Additionally, all works shall be carried out in conformity with the Occupational Health and Safety Act and Regulations for Construction Projects. The Permit Applicant responsible for inspections and/or Township staff shall notify the Ministry of Labour, if in their opinion, unsafe conditions exist on site in accordance with Ontario Regulation for Construction Projects and the Permit Applicant fails to rectify said unsafe conditions.
- 2.18. It is the responsibility of the Permit Applicant responsible for inspections to ensure that an elevation detail of the existing aerial plant is submitted when overhead cabling is present. Cables shall not be less than 5.0m clearance from the proposed finished grade to the lowest point of the aerial cable as per Ontario Building Code Standards.
- 2.19. Any dewatering discharge activity requires an approved methods agreed to and approved by Infrastructure Service's Department.
- 2.20. Do not allow sediment, construction debris or equipment to enter the storm system or local water ways.
- 2.21. No private landscaping, hoarding, fencing, signs, steps, stairs, canopy, sprinkler systems, temporary accesses or any other encroaching structures are to be permitted within the Township Road allowance without written approval or encroachment permit from Township Infrastructure Service's Department.
- 2.22. It should be understood that all conditions here in are for the purpose occupying the municipal road allowance only, noting that a Road Occupancy and Access Permit does not have authority over any other applicable regulation as it relates to the proposed work.

### **3. Construction Conditions – Specific**

#### **3.1. Traffic (Road)**

- 3.1.1. Existing and temporary regulatory, hazard warnings, and construction signs as per OTM Book 5, Book 6, and Book 7 shall be maintained and keep in a state of good repair.
- 3.1.2. Specific traffic control measures such as temporary traffic lights are to be approved prior to implementation. For general inquires please contact 519-846-9691 ext 905.
- 3.1.3. Detailed traffic control plans are the responsibility of the Permit Applicant to be implemented in accordance with Ontario Traffic Manual Book 7 and applicable traffic law. Traffic shall be maintained to the satisfaction of the Township. The traffic plan set-up and type will be the Permit Applicant's responsibility to

adequately protect the public and workers. In particular, it is anticipated that the Township will not review any traffic control plans that result in traffic disturbance on Fridays, Holiday Long Weekends, or Community Event Days. Road closure is not foreseen and, if required, will be minimized. Traffic flows on and around the worksite will be regulated by signage, barricades and, at any time that normal traffic flow patterns are interrupted, a flag person. As required, suitable barriers will be used to prevent vehicles from damage or pedestrians from injury. Adequate vehicle or pedestrian direction signs will be employed. In specific situations the Permit Applicant shall provide staff to direct traffic around the worksite.

- 3.1.4. Ensure that all equipment and materials are stored off the travelled lanes and shoulder of the road during periods of non-construction.
- 3.1.5. Permit Applicant is to maintain the travelled road for deliveries, waste pickup, and emergency vehicles during at all times.
- 3.1.6. One lane of traffic in each direction on Township roads must be kept open between the hours of 9:30 a.m. and 3:30 p.m. or as otherwise permitted by the ROAP permit conditions. This is provided that the proper signage and flag persons are present to protect the workers and direct traffic safely through the work zone as per Occupational Health and Safety Act and Regulations for Construction Projects and Book 7 Ontario Traffic Manual Temporary Conditions. At all other times, all existing lanes of traffic shall be kept open.
- 3.1.7. Loading and unloading of materials and equipment shall take place off the travelled portion of road wherever possible. Otherwise, loading and unloading of material and equipment shall only take place between the hours of 9:30 a.m. and 3:30 p.m. provided that proper signage and warning signs are present to protect the workers and direct traffic safely. All steel track equipment or other equipment that may cause damage to the road surface is not permitted for unloading off a Township Road. Any damages to the existing Township Road surface due to unloading activities shall be reinstated in its entirety at the Permit Applicant's cost and at the sole discretion of the Township.
- 3.1.8. Crash attenuation devices will not be removed, dismantled, or in any way altered so as to affect the normal function of the device.
- 3.1.9. Protect existing municipal curbs from damage.
- 3.1.10. Protect the road from damage from all project related equipment and construction.

### 3.2. Traffic (Pedestrians)

- 3.2.1. Proper pedestrian delineation will be required at time that work zone impacts the municipal sidewalk complete with "Sidewalk Closed Use Other Side" signage. Delineation is required to separate the public from the work zone. At the end of each working day the sidewalk is to be kept completely clear of all related work materials and equipment.
- 3.2.2. With consideration for workspace requirements, at any time a pedestrian attempts to get around the work zone, ensure that assistance is provided by the Permit Applicant when required.

- 3.2.3. The Permit Applicant shall ensure that pedestrians travelling in the area of the work stay clear of the work zone and equipment. The work zone shall be adequately secured with appropriate barriers, signs, and all reasonable means to keep pedestrians safely out of harm related to the work throughout the duration of the project.
- 3.2.4. In situations where overhead work can put pedestrians at risk for falling objects, a staff “guard” is to be provided by the Permit Applicant and be present fulltime to ensure that pedestrians do not enter the active construction zone. It is the guard’s responsibility to see that pedestrians that are attempting go through the active work zone and are protected from work zone activities.

### 3.3. Road Closure Authorization

- 3.3.1. The Permit Applicant is to notify the Infrastructure Services Department a minimum of 3 weeks ahead of the planned closure to review the proposed road closure. Depending on the traffic volumes impacted, duration, and road class will determine the requirements of the closure and if Road Closure notification signs are required.
- 3.3.2. Road Closure Notification Signs shall be provided at least 2 weeks prior to start of a road closure road works in the Township right of way to warn the public of potential traffic delays. OTM Book 7 Sign type TC-64 proofs are to be approved by the Township before they are manufactured.
- 3.3.3. It is the responsibility of the Permit Applicant to ensure that all emergency services, public transportation routes and school bus services are notified of any partial or full Township Road closures at least 2 weeks prior to start of development. The Infrastructure Services Department will assist in providing these notifications.

### 3.4. Temporary Entrances

- 3.4.1. Construction accesses onto Township roads are not permitted unless written approval is granted by the Township, provided the Permit Applicant apply for approval to the Infrastructure Services Department. Reference shall be made to the Book 7, Ontario Traffic Manual: Temporary Conditions for details on the use and placement of signs. The Permit Applicant shall be responsible for the costs of obtaining, erecting and maintaining these signs until the construction access is decommissioned. Construction accesses shall be constructed as per the Township’s standard. The mud mat and truck routes are to be monitored and cleaned by the Permit Applicant as required.
- 3.4.2. Any existing access to the Township Road cannot be used as a construction access without expressed approval by the Township.
- 3.4.3. All temporary accesses are to be fully restored to the original conditional or better upon the completion of the permit. The Permit Applicant must understand permission is granted for a temporary access only.
- 3.4.4. Restore sodded areas that become damaged, with the road allowance. Refer to Restoration Boulevards for details.

- 3.4.5. Encroaching on the neighbouring properties will not be permitted.
- 3.4.6. A damage deposit will be required as part of establishing a Temporary Entrance.
- 3.4.7. The damage deposit will be in place until such time that the public land can be inspected and approved by the Township.

### 3.5. Construction Trenching, Directional Drilling, Vac-excavation

- 3.5.1. All telecom, hydro, and gas in Centre Wellington is to be trenchless technologies, more specifically directional drill techniques only, except when approved otherwise in specific circumstances.
- 3.5.2. Torpedo type boring is not an approved technique for excavations in or under any of the Township roads or sidewalks.
- 3.5.3. Special care and consideration are required in in the community of Salem within the Township of Centre Wellington because an existing pressure sanitary sewer main that is difficult to accurately locate.
- 3.5.4. Many Township sewers are of and age that arcuate locates will be difficult to provide due to lack of reliable record information. Use additional care to avoid existing sewers.
- 3.5.5. Vac-Excavation is permitted to daylight the existing watermain, sewer or other existing underground utilities or infrastructure as required.
- 3.5.6. Do not allow sediment, construction debris or equipment to enter the storm system or local water ways.

### 3.6. Open Trenches and Pits

- 3.6.1. It is the responsibility of Permit Applicant to ensure that any excavations are secured appropriately for the duration and location that any open trench or pit any remains unrestored. The use of some type of security fencing is encouraged.

### 3.7. Tree Protection

- 3.7.1. The Applicant shall not cut, trim, or interfere with any trees including roots in the right of way. When the accidental contact interferes with or causes damage to a tree, restoration details must be submitted for review.

- **Refer to Appendix A for tree protection details.**

### 3.8. Sidewalks (Construction Occurring Near/At)

- 3.8.1. Vac-excavation will not be an accepted method of providing a path under the municipal sidewalk. Directional drill or remove and replace sidewalk only.
- 3.8.2. Sidewalks panels cannot be removed and re-inserted. If a sidewalk panel in required to be removed the Restoration Sidewalk section of this document is to be followed.
- 3.8.3. All sidewalks' surfaces shall be kept clear of obstructions and/or debris, to avoid hazard or inconvenience to the public.
- 3.8.4. Any hoses, cords, pipes or other apparatus which crosses a sidewalk shall be securely ramped so as not to cause a tripping or accessibility hazard to pedestrian traffic.

### 3.9. Equipment Location (where applicable)

#### 3.9.1. Telecommunication Duct Work, Pedestals and Vaults

- Proposed pedestals and vaults are to be positioned and built as close to property line as possible.
- Permit Applicant is responsible to refer to the approved minimum depth requirement and offset distances.

#### 3.9.2. Proposed Telecom and Gas (communication duct, cables, and piping)

- Standard minimum depth of cover in boulevards is a minimum of 1.0 metre.
- Standard minimum depth of cover in road crossing is a minimum of 1.2 metres.
- The Township requires a minimum of 1.0 metre horizontal and 0.5 metre vertical clearance between proposed underground utility infrastructure and the closest municipal sewer, or water pipe edge. The minimum separation requirement will be imposed in situations where existing municipal and proposed services will run parallel to each other.
- Attaching infrastructure to municipal bridges and structures will not be permitted.
- **Refer to Appendix B for approved location details. An approved composite utilities plan is to take precedence over the details in Appendix B.**

#### 3.9.3. Utility Pole Installation Requirements

- Proposed poles are to be installed at a depth that future ditching can occur without concern of affecting pole stability.

#### 3.9.4. Hydro Electric Power Trench

- Primary Hydro – Concrete Encased
- Trenching and duct placement as per OPS 603 and Section T1
- Township standard minimum depth of cover in boulevards is 1.0 m and 1.2 m in road crossings.
- Concrete forms are required for both sides of the full length of the concrete encased duct structure.
- The wood concrete forms must be removed. Foam insulation board form work can remain.
- 100 mm Type II PVC duct in appropriate numbers, in accordance with Ontario Provincial Standard
- A length of duct is to extend a minimum of 1.0 m beyond edge of roadway.
- Conform to Utility specifications and Ontario Provincial Standards [Trench design as per OPSD standards (2100.06, 2103.02, 2103.050) ]
- Place a polypropylene rope 6 mm in diameter in each spare duct for future pulling of cables. Leave at least 1.0 m of loose ropes at each end of the duct and coded at each end.

- Primary Hydro – Direct Buried
- Ducts shall be bell and spigot joint and laid end to end in a straight line to facilitate pulling of cables. Where duct lengths are cut to suit them, shall be joined together using approved couplings of the same make.
- All trenches must be pumped free of water prior to placing duct to facilitate inspection.
- The duct shall be cleaned and free of obstructions and ends must be plugged with approved duct plugs to prevent ingress of foreign objects.
- Place a polypropylene rope 6 mm in diameter in each spare duct for future pulling of cables. Leave at least 1.0 m of loose ropes at each end of the duct and coded at each end.
- When using existing ducts, the Contractor shall excavate carefully to expose the ends of the ducts without damaging the ends and shape the trench to provide a smooth entry into the ducts for cables.

### 3.10. Signage Requirements

#### 3.10.1. Large Scale Utility Projects

- When there are large scale utility projects that will go on for a period of over one month the following sign requirements are imposed – sign to comply with OTM TC-75 and include information below:
- Company Name, Project/Utility Name, Project Contact Phone Number (note that the provided contact must connect to project staff that can field project-specific questions.)

## 4. Restoration

### 4.1. General

- 4.1.1. All areas that have been disturbed in conjunction with the ROAP are the responsibility of the applicant to have made safe until such time that permanent restorations have been completed and approved by the Township.
- 4.1.2. Final hard surface restoration works are to be completed before November 1<sup>st</sup> for work temporarily restored before September 1<sup>st</sup> of the same year. Any temporary asphalt placed after September 1<sup>st</sup> shall be monitored for settlements by the Utility/Contractor for settlements through the winter season and permanently restored as soon as weather conditions allow. Non-compliance may result in work being completed by Township forces at the expense of the Permit Applicant. Project application securities may be used or withheld to ensure payment and final work.
- 4.1.3. All disturbed or affected areas are to be maintained and guaranteed for two years after completion and acceptance of the work by the Township at the Applicant's expense. All such disturbed or affected areas shall be equal or superior to the original condition. The two-year period shall start on the date of acceptance by the Township. During the maintenance guarantee period the contractor shall, within forty-eight (48) hours of notification make good any defects/deficiencies in the

installation/reinstatement. In the event that the Township must rectify any deficiencies, make any remedies or must carry out the cleanup of roads from mud, dust, refuse or debris, the Permit Applicant acknowledges that the Township shall invoice the Permit Applicant, for each occurrence, a minimum fee that is set out in the Township's Fees and Charges By-law. [2023 Fees and Charges By-law states "Rectify any deficiencies, make any remedies or carry out the cleanup of roads within 24 hours or immediately if deemed a public safety concern by the Township (each occurrence)" \$2,200 or twice the actual cost to Township to perform the work, whichever is greater.]

4.2. Minimum Materials Requirements (Roads)

Single Unit Residential Driveway Course	50 mmHL3 300 mm Granular 'A'	Surface/Binder Base
Multiple Unit Residential Condominium	50 mmHL3 60 mm HL4	Surface Binder Course
Commercial/Industrial Driveway	450 mm Granular 'A'	Base
Local	40 mmHL3 50 mm HL4 150 mm Granular 'A' 450 mm Granular 'B'	Surface Course Binder Course Base Base
Collector	40 mm HL3 60 mm HL4 150 mm Granular 'A' 600 mm Granular 'B'	Surface Course Binder Course Base Base
Local & Collector (Industrial)	40 mm HL3 100 mm HL4 150 mm Granular 'A' 450 mm Granular 'B'	Surface Course Binder Course Base Base

4.3. Paving

- 4.3.1. All new asphalt shall be OPS 310.07.10 Hot Mix Asphalt Patching (HMA)
- 4.3.2. Prior to HMA patching, temporary patching material shall be removed from the locations. The resulting areas shall be filled and compacted with HMA.
- 4.3.3. The HMA patching material shall be machine laid to the required thickness, grade, and crossfall.
- 4.3.4. Longitudinal and transverse step joints between the new hot mix asphalt (HMA) pavement and the previously paved pavement shall be constructed by trimming the previously paved pavement edge to a straight, clean, vertical surface of at least 50 mm.
- 4.3.5. All mix designs to be submitted to Infrastructure Service's Department at least 48hrs prior to commencing paving operations.

- 4.3.6. A pre-paving meeting shall be scheduled by the Permit Applicant at the discretion of the Township.
- 4.3.7. The results of the compaction tests and analysis shall be submitted to the Infrastructure Service's Department. The Township requires copies of original asphalt material tickets and summaries to verify material type and quantities.
- 4.3.8. All asphalt placed shall be in accordance with OPSS 310, MUNI 1101, MUNI 1151 current versions.
- 4.3.9. Placing of Hot Mix Asphalt must adhere to OPSS-310.07.06.02 Operational Constraints.

- **Hot Mix Road Restoration Asphalt – Two Lifts**

- 4.3.9..1. Lift One - Hot Mix Asphalt Binder Course

- Asphalt cement - the grade shall be PG 58-28.
- Depth of asphalt shall be specified as in Restoration Minimum Materials Requirements (Roads)
- Grading of Granular "A" surface to the cross-section and depth required for placement of new asphalt shall be compacted to 95% of the maximum dry density.
- Promptly and properly roll Lift One as per OPS 310.
- Second lift can be applied when adequate compaction has been achieved to Lift One.
- Tack coat required between lifts, on existing asphalt, at step joints and on areas specified by the Infrastructure Service's Department in accordance with OPSS 310.

- 4.3.9..2. Lift Two – Hot Mix Asphalt Surface Course

- Asphalt cement - the grade shall be PG 58-28.
- Depth of asphalt shall be specified as in Restoration Minimum Materials Requirements (Roads)
- Recycled hot mix asphalt shall not be used.
- Promptly and properly roll Lift Two as per OPS 310
- Allow adequate cooling time before reintroducing traffic.

- **Joints**

- 4.3.9..3. All asphalt joints shall include a minimum 500mm wide by 50mm depth step joint into the existing top course asphalt. Depending on specific site conditions, the width of the step joint may be required to be increased at the Township's discretion beyond 500mm to ensure proper cross-fall from the existing road cross-section and ensure a stable joint into the existing pavement. In any case, the Infrastructure Service's Department shall be contacted in advance for an on-site field inspection and consultation prior to any paving. All joints will require rout and seal as per material specification OPSS-1212 and construction specification OPSS-341, Denso tape (OPSS.MUNI 1103) or approved equivalent.

- **Pavement Markings**

- 4.3.9.4. All standard and permanent durable pavement markings shall be installed in accordance with Township Specifications and conform to OPSS 710, OPSS 1712-1714 & OPSS 1750

#### 4.4. Sidewalks

##### 4.4.1. Immediate Temporary Sidewalk Surface Restoration – Cold Mix Asphalt

- Grading of Granular "A" surface to the accommodate the depth required 38mm minimum coldmix thickness.
- Granular "A" shall be compacted to 95% of the maximum dry density.
- Place 38mm of cold mix asphalt.
- The temporary restoration surface to be completely covered and broomed with 1mm to 2mm of Portland cement powder.
- Compact the coldmix with cement powder with vibratory plate tamper compacted to 95% of the maximum dry density.

##### 4.4.2. Sidewalk Temporary Repair – (Required within 7 days of temporary cold mix repair)

- Hot Mix Asphalt (HMA) Sidewalk Repair – Two Lifts
- General Specifications OPS 310.07.10 Hot Mix Asphalt (HMA). Recycled hot mix asphalt shall not be used.
- Prior to HMA repair, all temporary patching material shall be removed from the locations designated for such removal. The resulting areas shall be filled and compacted with HMA, as specified.
  
- Lift One - Hot mix Asphalt HL 3 Base Course
- Asphalt cement - the grade shall be PG 58-28.
- Depth of asphalt of lift one shall be 50mm.
- Grading of Granular "A" surface to the accommodate the depth required 50mm minimum HMA thickness.
- Granular "A" shall be compacted to 95% of the maximum dry density.
- Place 100mm of HMA mix asphalt.
- Promptly and properly roll Lift One as per OPS 310
- Second lift can be applied when adequate compaction has been achieved to Lift One.
  
- Lift Two - Hot mix Asphalt HL 3 Base Course
- Asphalt cement - the grade shall be PG 58-28.
- Depth of asphalt of lift two shall be 50mm.
- Grading of Granular "A" surface to the accommodate the depth required 50mm minimum HMA thickness.
- Granular "A" shall be compacted to 95% of the maximum dry density.
- Following the placement of the full 100mm depth of HMA mix asphalt, promptly and properly roll Lift One as per OPS 310

- Allow adequate cooling time before reintroducing traffic.

#### 4.4.3. Sidewalk Final Restoration

- Final Restoration of all poured concrete sidewalks will be performed by the Township of Centre Wellington and charged back to the Permit Applicant as per the Township's Fees and Charges by-law.

#### 4.5. Concrete Curbs

- 4.5.1. Final Restoration of all poured concrete curbs will be performed by the Township of Centre Wellington and charged back to the Permit Applicant as per the Township's Fees and Charges by-law.
- 4.5.2. Any existing driveways, curb drops or ramps that are not proposed/approved shall be removed and replaced with full curb as per OPSD 600.040 in urbanized areas or replaced with proper ditch sloping in rural areas, with 100mm topsoil and sod to stabilize the restoration.

#### 4.6. Trenches

- 4.6.1. Trenches proposed across Township roads shall be backfilled with unshrinkable fill as per OPSS 1359 material specification for unshrinkable backfill up to road subgrade. Placement shall be a minimum of 1.0 metre beyond the existing edge of pavement or back of curb. The trench shall be covered for a minimum of 24 hours with steel plates of sufficient strength to support traffic, prior to restoration of granular and asphalt make up.
- 4.6.2. Steel plates shall be recessed into a 300mm wide by 50mm deep step joint provided in the existing pavement. If the sewer or watermain within the Township right-of-way is less than 2.0 m in depth, insulation shall be installed with 50mm of SM insulation or approved equal, in accordance with OPSD 1109.030 & OPSS MUNI 1605, and self-compacting 19mm ( $\frac{3}{4}$ " ) crushed granular material in lieu of unshrinkable fill shall be placed.
- 4.6.3. The use of High Performance or other rounded granular stone is not permitted. No traffic is permitted on the granular backfill unless it is protected by approved road plates or asphalt pavement as specified.

#### 4.7. Boulevards

- 4.7.1. All grassed areas disturbed during construction on the Township Road rights-of-way shall be restored with 200 mm of topsoil and sod placed (staked on slopes and ditches) to the bottom of the granular 'A' shoulder rounding or as required by the Infrastructure Service's Department, in accordance with OPSS 803 current version. All revegetated areas to be maintained periodically or as required (grass watering, grass cutting and boulevard maintenance) by the applicant until final release of securities and assumption by the Township. For boulevard restoration areas less than twenty five (25) square metres, 200mm of topsoil and grass seed may be accepted.

#### 4.8. Interlocking Paving Stones

- 4.8.1. Granular base shall be Granular “A” depth as required to taper to match existing grade. Sand base shall be 30 mm depth.
- 4.8.2. The Permit Applicant shall remove, salvage and store securely existing brick by hand from sidewalk. Material shall be stockpiled and re-used to restore sidewalk where designated. Excess material shall be stockpiled in a location as designated by the Township.
- 4.8.3. Methods of installation be in accordance with OPSS.MUNI 355.

### 5. Winter Work

#### 5.1. General

- 5.1.1. No start-up of road construction projects will be permitted after November 1<sup>st</sup> or prior to April 1<sup>st</sup> without special exemption and permission from The Township of Centre Wellington Infrastructure Services department.
- 5.1.2. Emergency unforeseen work that is required to preserve public safety is permitted during the Winter Shut Down period. The Permit Applicant must contact and Township with project details and a completed Road Occupancy Permit retroactively.
- 5.1.3. Any work (new or ongoing) in the road allowance between November 1<sup>st</sup> or prior to April 1<sup>st</sup> may not commence or continue without the written consent of the Township of Centre Wellington’s Infrastructure department. This written consent may be revoked by the Township at any time. At the Township’s discretion, any non-conforming work, in accordance with Provincial and Township specifications, shall be removed and replaced at the Permit Applicant’s expense, or other measures implemented as determined by the Township.
- 5.1.4. Prior to demobilizing for the winter (the “Winter Shut-Down”), the following requirements must be met:
  - All excavations must be backfilled;
  - The Site must be left clean, tidy and safe;
  - Road subgrade and/or road granular materials shall not be exposed during the Winter Shut-Down, unless approved in advance by the Township upon written request from the Permit Applicant. The work shall be scheduled such that the asphalt base course is completed on any completed road granular base prior to the Winter Shut-Down. Gravel or milled pavement surfaces will not be permitted for the traveled roadway during the Winter Shut-Down period;
  - Roadways must have temporary or permanent pavement markings and appropriate traffic signage installed in accordance with the Ontario Traffic Manual (OTM), and all construction work areas shall be properly protected from the traveled lanes;
  - Cut or fill slopes left without vegetative cover or erosion control blankets shall be treated before the on-set of winter with hydraulic mulch ground cover;

- Positive flow for all storm culverts shall be maintained. This includes the provision of additional creek channelization and/or sandbags as needed to divert the flow to existing culverts or channels and maintain flow; and
- Catch basins and maintenance hole grates shall be adjusted to match the grade of asphalt, ensuring positive drainage and limiting snow removal hazards.

## 5.2. Special Consent

5.2.1. Completing special consent projects during the winter (the “Winter Shut-Down”), the following requirements must be met:

- Repairs to the roadway, interim drainage conditions, erosion control, signage and delineation shall be performed by the Permit Applicant, as required, throughout the Winter Shut-Down period at the sole discretion of the Township.
- The Permit Applicant is responsible for snow clearing, snow removal, and de-icing of any areas in which they have elected to perform work during the Winter Shut-Down period. Snow in these areas shall be removed from the right-of-way and must not impede with Township efforts to keep traveled lanes clear of snow/winter debris.
- All traffic control devices and signage must be maintained in their proper locations, cleaned, weighted down by sandbags only, and maintained throughout the duration the Permit Applicant’s works are ongoing in the road allowance. Township forces will not reinstate temporary signage displaced by winter maintenance operations. The Permit Applicant shall ensure that all construction signs affected by winter maintenance operations are immediately cleaned and reinstated or replaced. A safety log shall be kept ensuring that all temporary safety measures have been inspected regularly and are in good working condition. The Township may request this log at any time.
- When work conflicts with winter snow clearing operations, work will be required to cease.
- Ensure that all equipment and materials are stored off the road's surface during periods of non-construction.
- As per by-law 20-46 during the months of March and April, a half load restriction is imposed on most Township roads. Above and beyond the by-law, at such time that the Township finds any area within the road allowance as being negatively impacted by work related to this permit, all construction activity will be ordered to cease. Work will then only continue at such time that the Township Authority finds conditions suitable. An email notification will be provided stating that construction works may resume. The Permit Applicant will ensure that bore trucks, hydro-vacs, and all project related equipment do not operate overweight or exceed 5 ton per axle throughout the period of March 1 – April 30 and into the month May if requested by the Township.

### 5.3. Winter Work Gas Leak Permit Details

- 5.3.1. The word “Emergency” is only to be used in a situation where a repair has been made immediately and the Township has been made aware after the completion of the repair work.
- 5.3.2. Each permit will be reviewed by the Township with consideration as to how appropriate restoration methods can be achieved based on the location of the repair and the time of year.
- 5.3.3. Within the permit details, describe the nature of the work, including work zone and pit size.
- 5.3.4. Within the permit details, describe the class of leak repair:
  - Type A Leak – Emergency
    - Repair is to be immediately responded to and repaired by Enbridge Gas; ROAP submitted retroactivity to the Township after repair has been made.
  - Type B Leak – Two month window for repair
    - ROAP to be applied for as soon and possible. Best efforts are to be made to have gas leak repairs scheduled after winter temperatures and weather have ended for the season.
  - Type C Leak – One year window for repair
    - ROAP to be applied for as soon and possible. Gas leak repairs are to be scheduled outside of seasonal winter temperatures and weather.
    - Within the permit details include the following:
      - Field staff contact name and cell phone number;
      - Proposed hard surface impacts (pavement, concrete);
      - How restoration work is proposed to be handled.

## APPENDIX A

### TREE PROTECTION

#### a) General Constraints/Requirements

Protection from the Contractor's operations of trees not designated for removal shall be ensured by, but not restricted to, the following:

The Contractor shall ensure that his operations do not cause flooding or sediment deposition within the dripline in areas where trees not designated for removal are located.

Unless the contract requires work within the dripline of trees not designated for removal, equipment shall not be operated within that dripline area. When the contract requires work within the dripline of trees not designated for removal, operation of equipment within that dripline area shall be kept to the minimum necessary to perform the work required.

Equipment or vehicles shall not be parked, repaired or refueled, construction materials shall not be stored, and earth materials shall not be stockpiled within the dripline area of any tree not designated for removal.

The dripline of a tree shall be considered to be the ground surface directly beneath the tips of its outermost branches.

The Contractor shall install and maintain 1.2 m high orange plastic safety/ barrier fence protection adjacent to trees and shrubs not designated for removal. Refer to Tree Protection Zone Detail below.

b) Tree Repair Work  
Repair work to trees not designated for removal that are designated as "Specimen Trees" shall be performed in accordance with approved horticultural practice as follows:

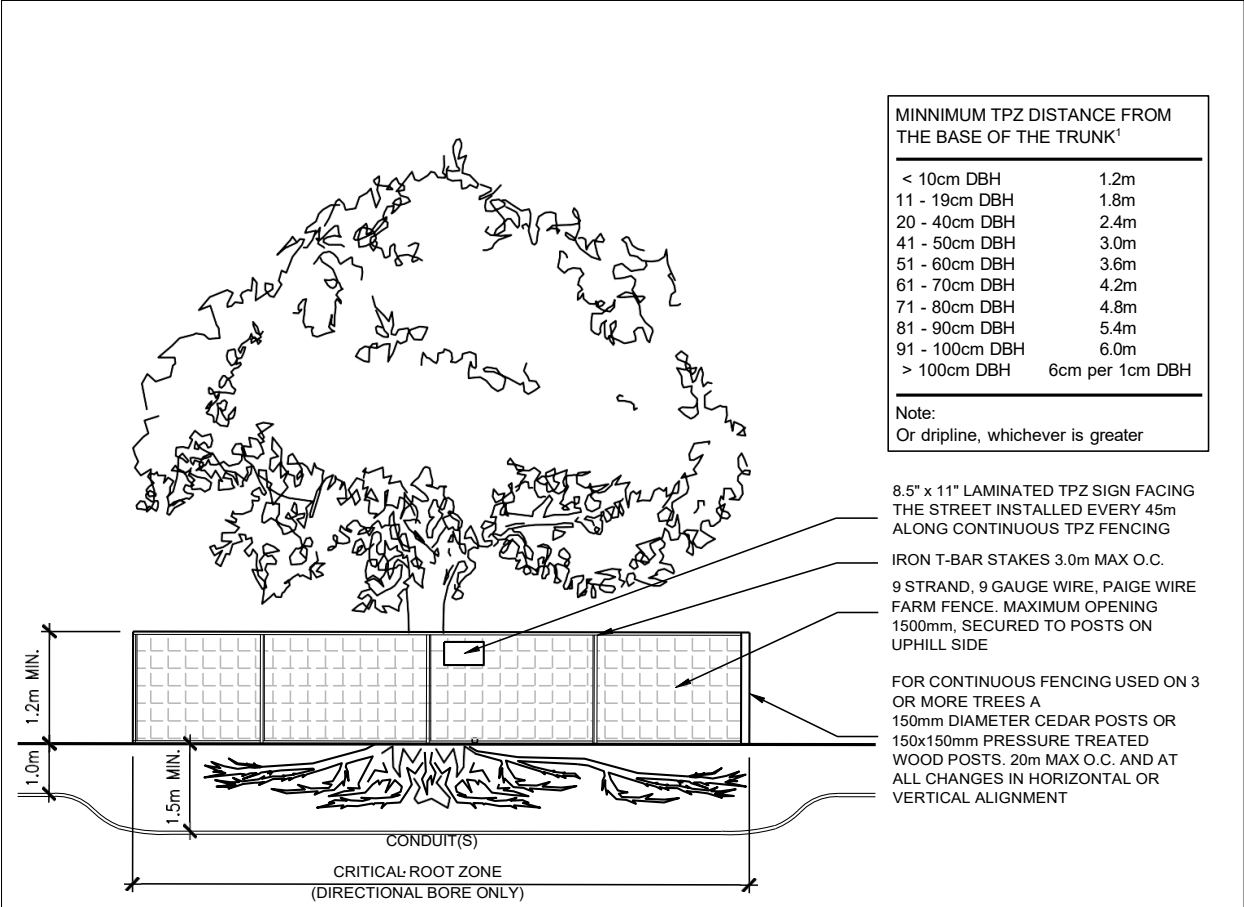
Bark that is damaged by the Contractor's operations shall be neatly trimmed back to uninjured bark, without causing further injury, within the same day of damage.

Branches 25 mm or larger in diameter that are broken by the Contractor's operations, shall be cut back to a neat surface within the same day of breakage; branches to be removed completely shall be cut back to within 10 mm of their bases.

Roots 25 mm or larger in diameter that are exposed by the Contractor's operation shall be cut back cleanly to the soil surface within the same day of exposure.

#### c) Asphalt Pavement and Concrete Sidewalk Removal

Breaking of asphalt and concrete prior to removal adjacent to trees which are to be preserved shall be performed by hand held equipment. The broken asphalt and concrete shall be removed from these areas very carefully by means which will minimize damage to the trees and roots.



MINIMUM TPZ DISTANCE FROM THE BASE OF THE TRUNK!	
< 10cm DBH	1.2m
11 - 19cm DBH	1.8m
20 - 40cm DBH	2.4m
41 - 50cm DBH	3.0m
51 - 60cm DBH	3.6m
61 - 70cm DBH	4.2m
71 - 80cm DBH	4.8m
81 - 90cm DBH	5.4m
91 - 100cm DBH	6.0m
> 100cm DBH	6cm per 1cm DBH

Note:  
Or dripline, whichever is greater

8.5" x 11" LAMINATED TPZ SIGN FACING THE STREET INSTALLED EVERY 45m ALONG CONTINUOUS TPZ FENCING

IRON T-BAR STAKES 3.0m MAX O.C.

9 STRAND, 9 GAUGE WIRE, PAIGE WIRE FARM FENCE, MAXIMUM OPENING 1500mm, SECURED TO POSTS ON UPHILL SIDE

FOR CONTINUOUS FENCING USED ON 3 OR MORE TREES A 150mm DIAMETER CEDAR POSTS OR 150x150mm PRESSURE TREATED WOOD POSTS. 20m MAX O.C. AND AT ALL CHANGES IN HORIZONTAL OR VERTICAL ALIGNMENT

- TREE PROTECTION BARRIER**
1. Diameter at Breast Height (DBH) shall be measured 1.4m above the ground.
  2. No construction activity, grade changes, surface treatment, vegetation changes or excavation of any kind is permitted within the TPZ.
  3. No vehicles, equipment or materials stockpiles are permitted within the TPZ.
  4. Any conduit placed within the Critical Root Zone (CRZ) must be directional bore only and at a depth of 1.5m min.
  5. Any site work within the CRZ that may injure a tree shall be completed by or under an arborist's supervision using a hydro-vacuum unit or air spade.
  6. All Tree Protection Barriers shall be in place and approved by the Township prior to construction access.
  7. Tree Protection Barriers shall remain in place and in good condition until all construction is complete and approved by the Township.
  8. All arboriculture work such as pruning of both branches and roots, shall be done by a qualified tree worker certified by the International Society of Arboriculture (ISA) approved by the Township.
  9. Sediment control fencing shall be installed as indicated in the Tree Protection Plan and approved by the Township.

**TREE PROTECTION ZONE DETAIL**



1 MacDonald Square  
Elora, Ontario, N0B 1S0  
Phone (519) 846- 9691

<b>DATE:</b>	<b>May 2021</b>	<b>DWG NO.</b> <b>F5</b>
<b>SCALE:</b>	<b>NTS</b>	

## APPENDIX B

### Telecom and Gas Corridors Urban Road Allowances Plan View

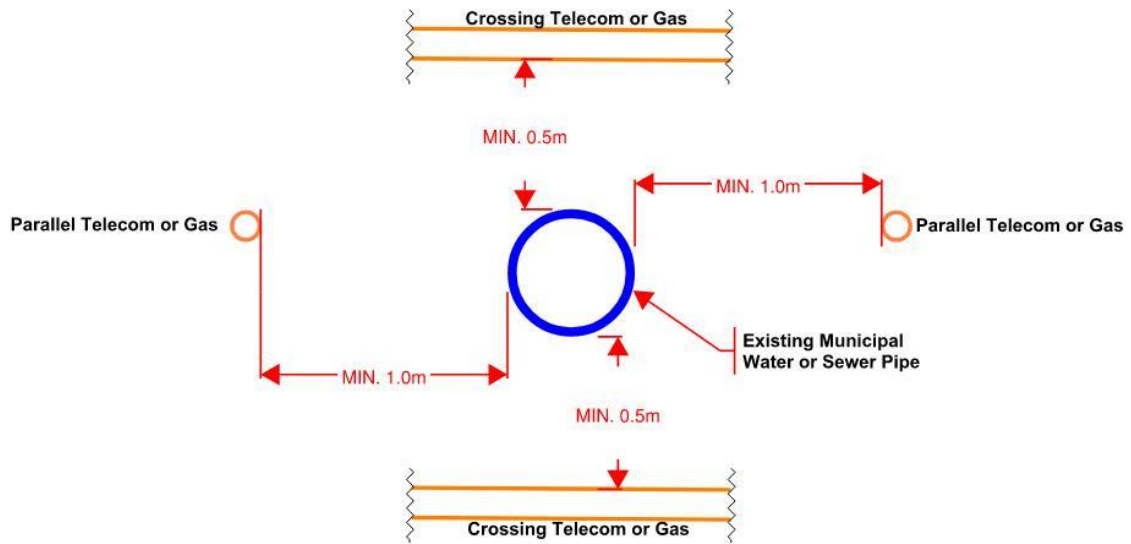


### Telecom and Gas Corridors Rural Road Allowances Plan View



**Telecom and Gas Corridors**  
**Urban Road Allowances**  
**Section View**

Road Surface



# APPENDIX C

## JURISDICTIONS FOR PERMITTING (Large Format on Request)

