



Road Occupancy & Access Permit – Digital Submission Guide

The Township of Centre Wellington is developing a new [online portal](#) for receiving Road Occupancy & Access Permit applications. This online form will prompt you to fill in your contact information, job details, and delineate the extent of your project area.

Section 1 – Municipal Consent

- 1) Municipal Consent: If you have previously applied for and received approval for Municipal Consent for the project related to this work, select 'Yes' and input the Municipal Consent number assigned to the project. If this work is being done without the need for Municipal Consent, select 'No'.
- 2) Utility Work: If work is being completed by or on behalf of a utility company please select 'Yes'. Otherwise, please select 'No'.

Section 2 – Applicant Information

- 3) Please list contact details for your business, as well as staff that will be on-site while work is being completed.
 - All correspondence related to the permit application will be sent to the email address listed under this section.

Section 3 – Job Information

- 4) Please specify the type of work being completed: repair, new construction, or a single event.
- 5) Identify the portions of the right-of-way that will be impacted by work: shoulder, sidewalk, boulevard, single or multiple lanes of traffic (select all that apply). Please note if there will be damage to the pavement or sidewalk.
- 6) Please specify the anticipated Start and End Dates for the project.
- 7) On the map, please mark the project area:
 - Search an address or zoom into the map using the +/- buttons to find the location where work will be completed.
 - Click in the map window to create a point at a location that falls centrally within your project area (Figure 1).



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Choose Location*

Zoom into the map and click on project location to create point

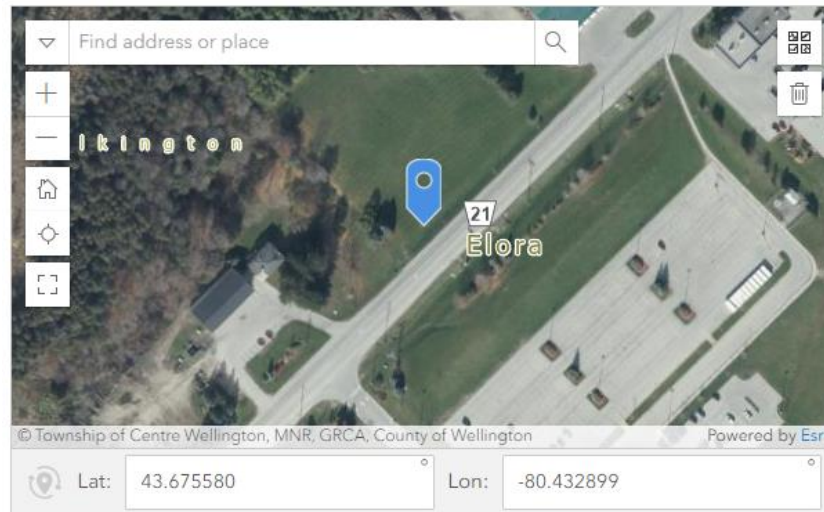


Figure 1.

- If the work is being done at a single address, proceed to the next section, but if the work will cover a significant distance or area (multiple addresses or blocks), select 'Yes'. Two additional map windows will appear.
- **Does the work cover a significant distance (optional):** In the first new map window, you can draw a line to represent the distance covered by your project. Zoom into the extent of your project area or search a nearby address, and click the 'Draw' button in the top-right corner. To start drawing a line, click anywhere on the map, and drag your cursor to the end of the project area (Figure 2). This will create a new line feature (Figure 3).
 - o To edit/delete a line feature, select the line in the map window, and click either the 'pencil' button to edit (re-size, drag to another location), or the 'recycle bin' button delete and re-draw.



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Does the work cover a significant distance? (1) ▾

🗑️ 1 +

Choose Location - Draw Project Length
(Optional) Zoom into the map and drag cursor to draw line for project extent

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① No geometry captured yet.

Figure 2.

Does the work cover a significant distance? (1) ▾

🗑️ 1 +

Choose Location - Draw Project Length
(Optional) Zoom into the map and drag cursor to draw line for project extent

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① Length: 127.51 Meters

Figure 3.



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- **Does the work cover a significant area (optional):** If the work will cover a significant area, please draw the extent in the third map frame. To draw a polygon to represent the project area, click the 'Draw' button in the top-right corner. Two buttons will appear (Figure 4).
 - o To draw a defined shape (square, circle, etc.), click on the top 'draw' button: Click on the map to start drawing, and drag your cursor around the extent of the project area. Once you lift your cursor, a shape will be generated from the area drawn.
 - o To draw a free-hand polygon, click on the second 'draw' button: click on the map window to start drawing, and drag your cursor around the extent of the project area.
 - o To edit/delete, select the polygon in the map window, and click either the 'pencil' button to edit (re-size, drag to another location), or the 'recycle bin' button delete and re-draw.

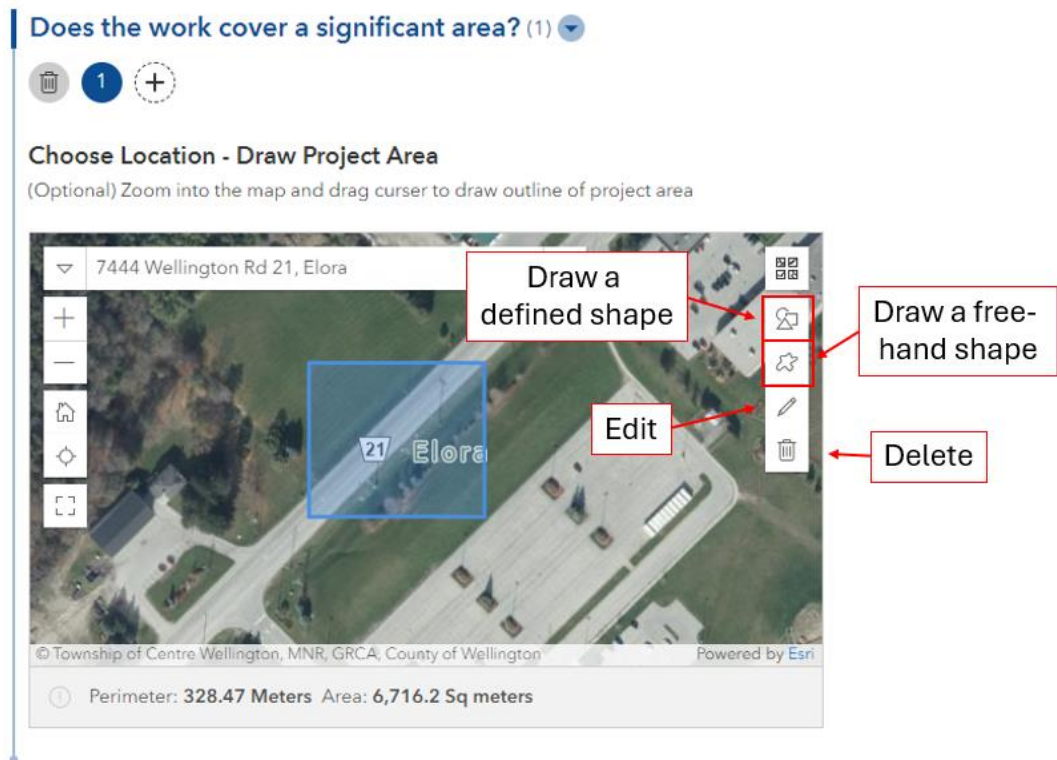


Figure 4.

- 8) Please attach any drawings, plans, photos, etc. with details about the work being completed.
- 9) Please note a description of the work being completed.



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Section 5 – Insurance Information

10) Please attach a copy of your General Liability Insurance, naming the Township as additionally insured.

Section 6 – Conditions

11) Please initial/sign to acknowledge that any personal information disclosed through this form is collected under the Municipal Act S.O. 2001, c.25.

Upon clicking 'Submit' on the form, you will receive an email confirming that your application has been received, along with a copy of the Township's Conditions & Standards document and the total fees that will be associated with the permit. You can monitor the status of the permit [here](#).

Once your application has been reviewed, you will receive another email notifying you of your permit approval with any Township comments. Please contact Infrastructure Services at 519-846-9691 x 905 to pay the permit fee before beginning work.