

Road Occupancy Permit

Disposal Container & Construction Supplies Application Form

NEW on February 11, 2019 Town of Halton Hills adopted By-Law 2019-0008 to Regulate the Obstruction, Encumbering, Injuring, or Fouling of Highways and approved Set Fines.

Effective March 12, 2019, a Road Occupancy Permit (ROP) is required for each work area/project with a disposal container and/or construction supplies within the Town of Halton Hills road allowance (boulevard, sidewalk, and/or roadway).

The purpose of the ROP for Disposal Containers or Construction Supplies is to permit proper placement of the containers or construction supplies on the road allowance, under the condition that neither could be placed on a private driveway.

When is a ROP required?

A ROP is required when Town staff determine that a disposal container or construction supplies cannot be placed on a private driveway and must be placed on the public road allowance. Residents or contractors shall apply for a ROP at least 2 weeks prior to the required date and the permit is valid up to a maximum of 14 days, subject to the Traffic Section's approval. A minimum of 5 business days is required for permit processing. Each location is evaluated on an individual basis.

How to apply for a permit:

The application can be found on the Town's website and can be submitted by calling 905-873-2601 ext. 2300 or visiting the Building & Engineering counter at Town Hall.
haltonhills.ca/ApplicationForms/index

Certificate of Insurance required:

If the Home Owner has rented a disposal container and/or hired a Contractor to do the works: Provide a Town's Certificate of Insurance form indicating a minimum of \$5,000,000 in Liability Insurance with the Town named as an additional insured; or

If the Home Owner is placing/removing aggregate onto/from the road themselves: Provide a copy of the Home Owner's policy along with a letter from the broker on their letterhead acknowledging \$5,000,000 coverage and the description of the work to be performed.

Permit Fee Requirements:

- Permit fee of \$120.00, and
 - Damage Deposit of \$500.00
- Fees are payable at the time the permit is issued. Payment can be submitted by calling 905-873-2601 ext. 2300 or visiting the Building & Engineering counter at Town Hall.

If an illegally placed disposal container or construction supplies on the road allowance is identified, the resident/contractor will be provided an opportunity to purchase the permit for double the original permit fee in the amount of \$240.00 if the container or construction supplies placement meets the permit criteria.

What is the Damage Deposit for and how to get it back:

The Damage Deposit of \$500.00 is to cover the cost of any possible damages to the road allowance. Once the container or construction supplies have been removed a final inspection is required to ensure no damages have occurred. When approved, the damage deposit will be released. To schedule a final inspection contact 905-873-2601 ext. 2300.

Is a ROP allowed overnight during the winter months?

Road Occupancy Permits will not be issued by the Town during the overnight winter parking prohibition in effect from mid-November to mid-April. However, the Commissioner of Transportation and Public Works Department or his designate may allow disposal container or construction supplies placement under special circumstances, such as in mild winter conditions.

Town of Halton Hills Transportation Services

1 Halton Hills Drive, Halton Hills ON L7G 5G2
General Inquiry: 905-873-2601 ext. 2300
Fax: 905-873-3036
Website: www.haltonhills.ca
Contact Form: haltonhills.ca/contact (2019)