



Subject: Road Cut

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Effective Date: September 14, 2015

Policy Objective:

The Township of Leeds and the Thousand Islands owns and manages a road network of approximately 330km. This policy sets out the requirements and obligations surrounding persons wishing to excavate part of a municipal roadway.

Procedure:

The purpose of this policy is to ensure that municipal assets and infrastructure are protected and that their long term viability is not compromised through private road cuts.

Permit Requirements:

1. An inspector from the Township's Public Works Department must be on site prior to installation of any asphalt or surface treatment, and should be contacted 48 hours prior to the work. (613-659-2415)
2. Replacement surface type will typically match the existing. The Township reserves the right to require a different surface material if it believes conditions warrant. Hot mix asphalt and surface treatment type as specified by the Township. The surface course to be placed in a manner which will meet or exceed the current condition. Surface shall be installed with attention paid to grade and ride. Inappropriate installation will be rejected and reinstatement required.
3. All granular material, whether used as backfill in the trench excavation or as road base, shall be compacted to 100% Standard Proctor Density. Granular material shall be according to OPSS 1010 and shall be of "crushed limestone" material.



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4. Where the Township determines that there may be frost heave concerns, all excavations and reinstatements shall conform to OPSD 205.060.
5. No contractor shall leave materials on Township roads for an undue period of time during the construction period. At the end of the construction period, the area will be left orderly and clean.
6. All damage to Township or private property shall be promptly repaired and restored to the satisfaction of the Director of Public Works. This will include the restoration of any damaged road surface area to its original consolidated thickness and all ditches, culverts and driveway entrances.
7. Any person excavating on a road, street or part of the road allowance shall adhere to the guidelines of the Ministry of Transportation's Manual of Uniform Traffic Control and Construction Regulations.
8. The contractor must ensure that access to all private and public properties is maintained and at least half of the traveled portion of the road remains open at all times. Expedition of work and provision of temporary bridging may be necessary to reduce inconvenience to motor traffic and pedestrians.
9. Any required rock removal shall typically be done by hydraulic ram. In special circumstances, the Township may approve blasting.
10. In boulevard and lawn areas, the contractor shall exclude from back fill-frozen material, organic matter, rock larger than will pass through a 30cm ring, silt, mud or clay in fluid state. Where necessary, part of all of the excavated material shall be replaced by sand or crushed stone.
11. When constructing or connecting a utility service in any road, street or public place, there must be full compliance with requirements for all utilities.
12. An "as-built" drawing must be forwarded to the Department of Public Works upon completion (size and referenced topographic feature)



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13. All contractors will temporarily reinstate the road, street and/or sidewalk surface with gravel/stone and leave the work area prepared for inspection.
14. All road cuts require an approved permit and payment of associated fee. Permits are valid for a period of 45 days from the date of issue.

SCHEDULE 'A' – Road Cut Permit - Attached