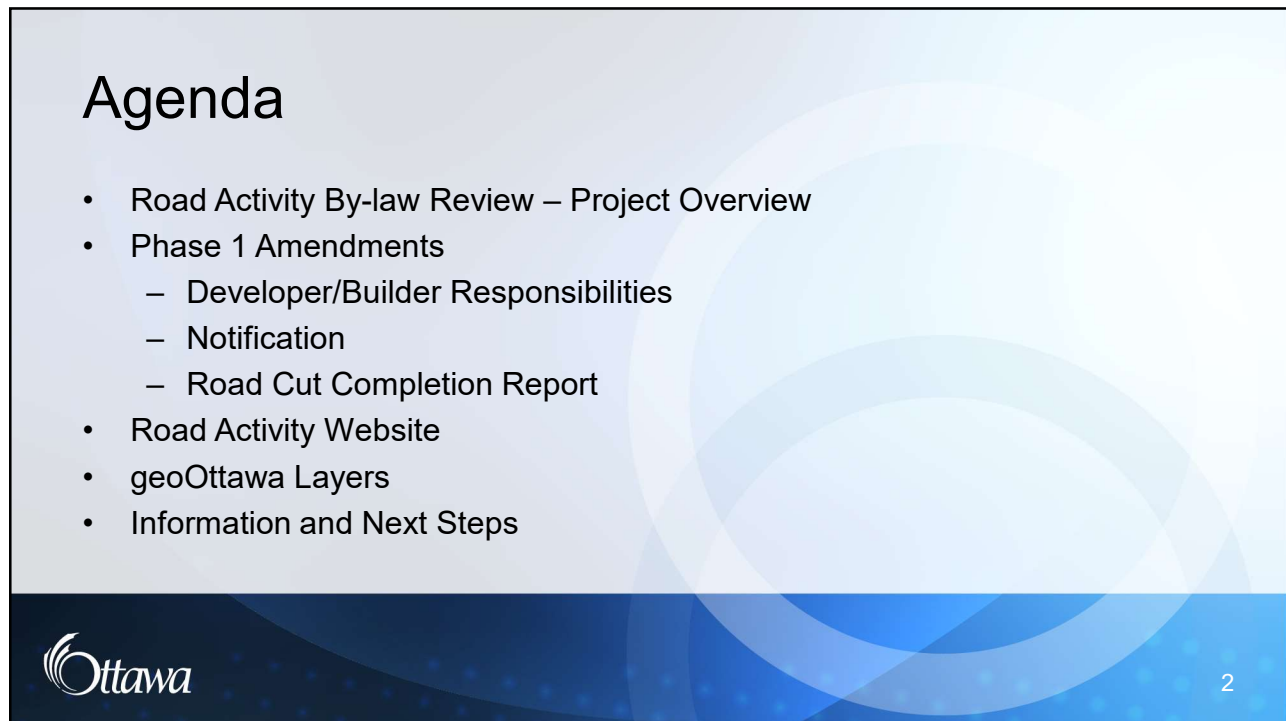


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Project Overview

- Review of Road Activity By-law and Business Processes
- Road Activity By-law:
 - Three areas of regulation:
 - Road Activity (no excavation)
 - Road Cuts (Road Cut Permit – required when excavating on any part of street)
 - Temporary Road Closures
- Project Phases:
 - Phase 1 Amendments passed April 10, 2019 – In effect July 1, 2019 and applicable to RC Permit Applications submitted on or after this date
 - Regulatory update, Reinstatement and ROW Damage from Infill, ROW Inspectors
 - Phase 2 – Road Cut Permit Streams, Temporary Road Closures, Temporary Construction Related Encroachments, Fees, Pavement Degradation Fees



3

3

Phase 1 Amendments

- Pavement Degradation Fees (PDF) and Restrictions on Cuts into New Pavement – Applicable on all road classifications
 - Estimated size of roadway pavement cut on Road Cut Permit Application
- Traffic Management Plans
 - Required for Road Cut Permits on roads classified as Collector, Major Collector, Arterial and Hwy 174
- Peak Hour Work Restrictions
 - Applicable to all roads classified as Collector, Major Collector, Arterial and Hwy 174
 - P.M. peak hour period extended from 5:30 p.m. to 6:00 p.m.
- Road Cut Permit Warranty
 - Reduced from 3 to 2 years
- Insurance and Security Increases



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Developer / Builder Responsibilities

- Tools to ensure repair and reinstatement of the ROW following development
 - Place responsibility on the right person
- Right-of-Way (ROW) Damage Deposit
 - New building construction not subject to Site Plan or Subdivision Approval
 - \$3,000 per vertically divided unit
 - Ensure repair of ROW if damaged during construction
- Developer / Builder Resurfacing
 - 3 or more cuts, all cuts within 12 metres
- Developer / Builder responsible for maintenance of temporary and final reinstatement of road cuts from curb to property line.



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Notification

- Road Activity By-law sets minimum notification requirements for Road Activity work and work under a Road Cut Permit
- Emergency work is exempt from prior notification requirements of By-law



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Notification – Road Cuts

- For Temporary Road Closure or bus rerouting – minimum 15 working days to process request
- To ROW Inspection Staff / Occupants beside or near work:
 - Minimum 10 working days notice where work:
 - Requires temporary road closure or rerouting of buses
 - Requires closing of sidewalk
 - Will last longer than 7 calendar days
 - Must also notify Ward Councillor
 - Minimum 2 working days notice for all other work
- Project sign during work



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Notification – Road Cuts

- Where work temporarily stopped for three or more months
 - Restart notification process
- For work that requires a minimum of 10 working days notice:
 - Minimum 2 working days notice of postponement or cancellation
- Notification and project sign templates on Road Activity Website



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Road Cut Completion Report

- Permit tracking and close-out
- Inspection trigger
- Must be submitted within 10 business days of final reinstatement
- Download from Ottawa.ca/roadactivity
- Submit to developmentinspections@Ottawa.ca
- Not required to resubmit for warranty work



ROAD CUT COMPLETION REPORT		
PERMIT HOLDER NAME:	PERMIT NUMBER:	MUNICIPAL ADDRESS:
COMPLETE APPLICABLE DATES:	DATE:	CUT AND RESTORATION SIZES For multiple cuts in Asphalt Road include cut sheet from Road Cut Permit application identifying each cut.
Start Work:	Surface Type:	Cut Size:
Temporary Reinstatement:	Asphalt Road	
Final Reinstatement:	Sidewalk: <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt	
Note: Date of Final Reinstatement is date all works under the Road Cut Permit are completed	Concrete Boulevard and Curb	
	Sod <input type="checkbox"/> Y <input type="checkbox"/> N	Seed <input type="checkbox"/> Y <input type="checkbox"/> N
	Resurfacing (per Site Servicing Plan)	<input type="checkbox"/> Y <input type="checkbox"/> N
As Constructed Information (Provide description of work if different than originally shown on Road Cut Permit)		
PRE-CONSTRUCTION PHOTOS ATTACHED: <input type="checkbox"/> Y <input type="checkbox"/> N		
POST-CONSTRUCTION PHOTOS ATTACHED: <input type="checkbox"/> Y <input type="checkbox"/> N		
Where all parts of the highway (e.g., asphalt, curb, sidewalk and boulevard) have been reinstated to the satisfaction of the City, the date of final reinstatement marks the start of the warranty period under the Road Activity By-law No. 2003-445.		
Pursuant to the Road Activity By-law No. 2003-445 a permit holder may be required at any time to provide, at the permit holder's expense, test reports from a testing laboratory showing the degree of compaction that has been achieved, or a certificate from an engineer or testing laboratory certifying that backfilling procedures have been performed in accordance with the by-law. The City reserves the right to refuse reports or certificates from any testing laboratory that is not to its satisfaction.		
PERMIT HOLDER VERIFICATION & SIGNATURE		
The Road Cut Permit Holder verifies that information provided is accurate and fully complies with all conditions and provisions of City of Ottawa By-law 2003-445 (the Road Activity By-law) or any By-law enacted in substitution therefore. Information provided is subject to audit by the City and any discrepancy may result in action and may include the City's refusal to issue future permits.		
Authorized Representative of Permit Holder: (Please print)	Signature:	Date:
Authorized Representative Contact Number:		
The Road Cut Completion Report must be submitted to developmentinspections@ottawa.ca within 10 working days of the date of Final Reinstatement.		

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Road Cut Website – Ottawa.ca/roadactivity

Menu

[Home](#) > [Business](#) > [Business assistance and growth](#) > [Permits, Licences and Applications, By-laws and Garbage](#) > [Right-of-way](#) > [Road cut permit](#)

Road cut permit

On this page

- [Background](#)
- [Changes to the Road Activity By-law starting July 1, 2019](#)
- [How to apply for a road cut permit](#)
- [Road Cut Fees and Securities - Schedule A](#)
- [Required Notification](#)
- [Area Map of Right-of-Way Inspector Zones](#)
- [Area Map of Traffic Management Inspector Zones](#)
- [Accessing geoOttawa](#)
- [Resurfacing Requirement](#)
- [ROW Damage Deposit](#)
- [Reinstatement Standards](#)
- [Tree Protection](#)
- [Road Cut Completion Report](#)
- [Other Resources:](#)

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geoOttawa Layers

- geoOttawa can be used to find:
 - Age range of the pavement on a road
 - Pavement Degradation Fees
 - Restrictions on Cuts into New Pavement
 - Road classification (i.e., Arterial, Major Collector, Collector, Local)
 - Ward boundaries and Ward Councillors



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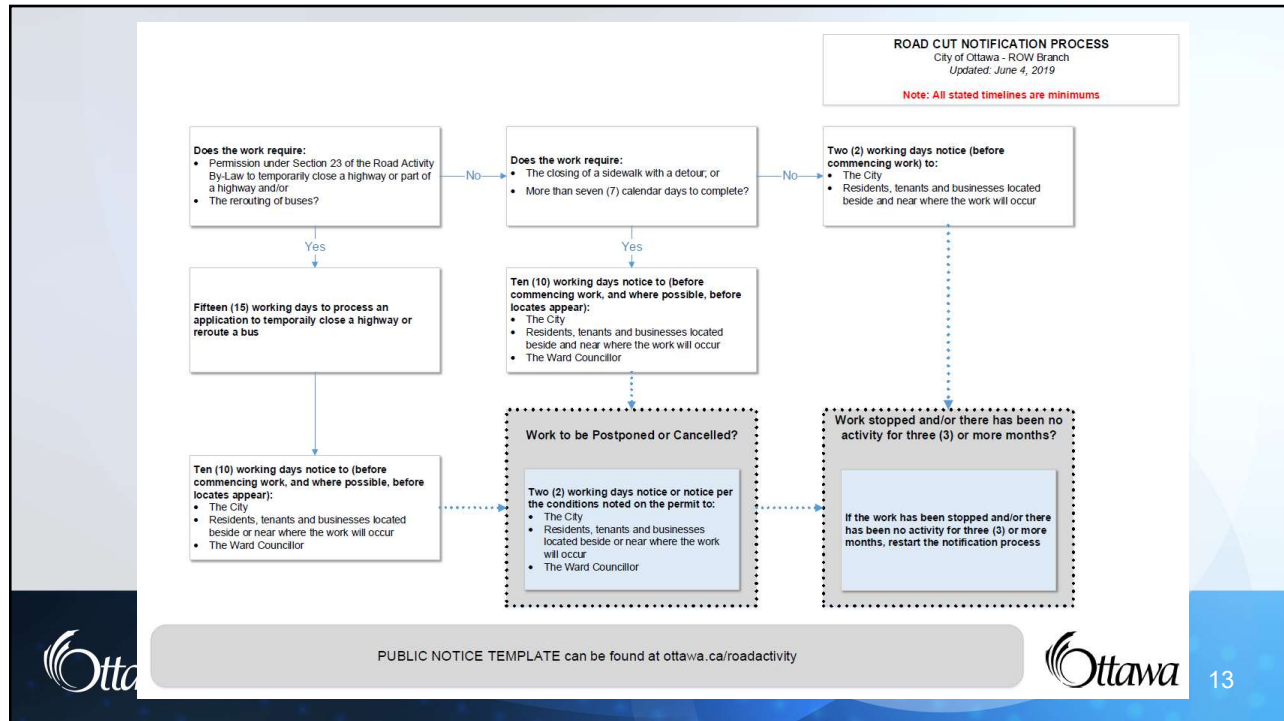
Information and Next Steps

- Road Cut website – Ottawa.ca/roadactivity
- Phase 2 in progress:
 - Technical Advisory Committee – Next Meeting February 10th, 2020 9-11 a.m.
 - To participate, or to request updates as review progresses email: roadactivity@Ottawa.ca
 - Continued updates through NCHCA and OCA



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NOTICE TO RESIDENT/OCCUPANT

NOTICE OF WORK

Date notification was sent _____

Beginning Insert date when works anticipated to start, work will start at the location below and is anticipated to last for Enter duration of work in days. Key information on this project is below.

NAME OF THE COMPANY PERFORMING THE WORK: Insert name of Company performing the Work and name of Permit Holder doing work on behalf of


WORK LOCATION: Insert work location and cross streets

CONTACT NUMBER: Insert phone number

BRIEF DESCRIPTION OF WORK: Insert description of the work being done and include details of any temporary road closures and/or mobility impacts

If you have questions or concerns regarding the work or if you require special accommodation, please contact the number above. This phone number is available 24 hours a day, seven days-a-week from the date of this notice to the completion of the work.

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COMPANY PERFORMING THE WORK / NOM DE L'ENTREPRENEUR :

DESCRIPTION OF THE WORK / DESCRIPTION DES TRAVAUX :

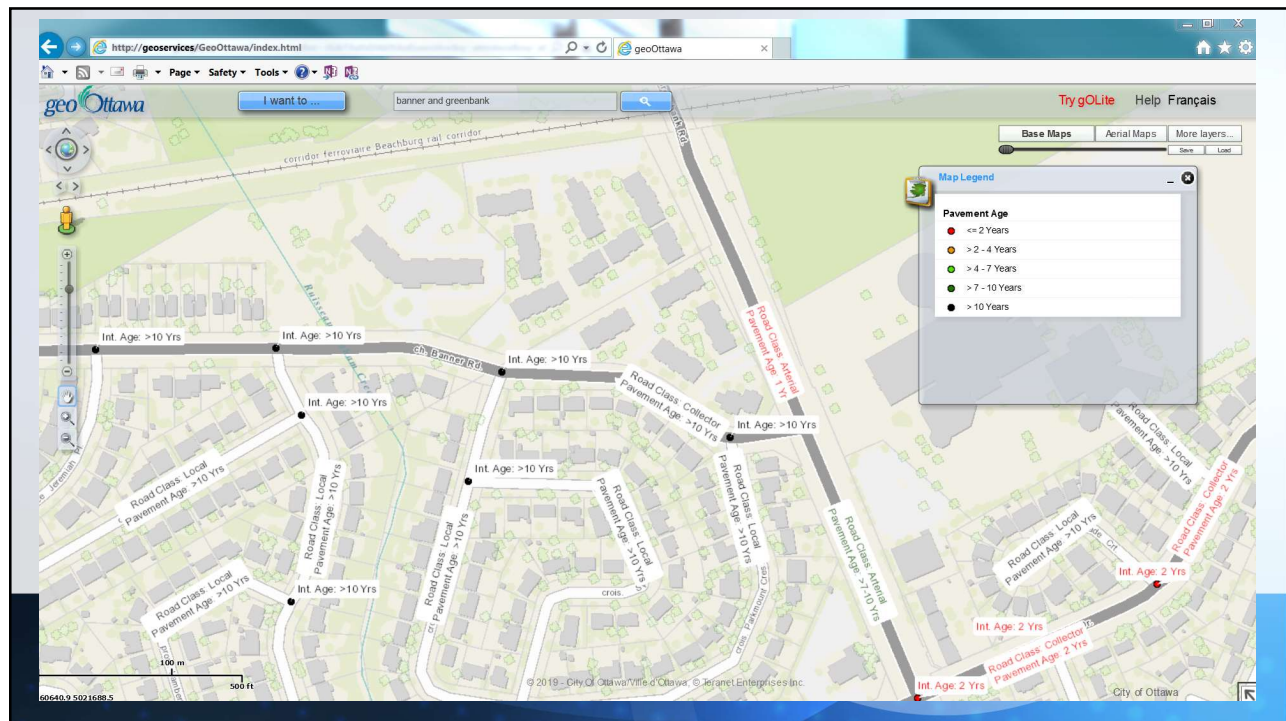
FOR FURTHER INFORMATION PLEASE CONTACT / POUR EN SAVOIR PLUS, COMMUNIQUEZ AVEC :

Insert name of Company performing the Work and Utility work is being performed for or related address/ Nom de l'entrepreneur, et nom de l'entreprise de services publics pour laquelle les travaux sont effectués, ou s'il ne s'agit pas d'une entreprise de services publics, adresse où ont lieu les travaux

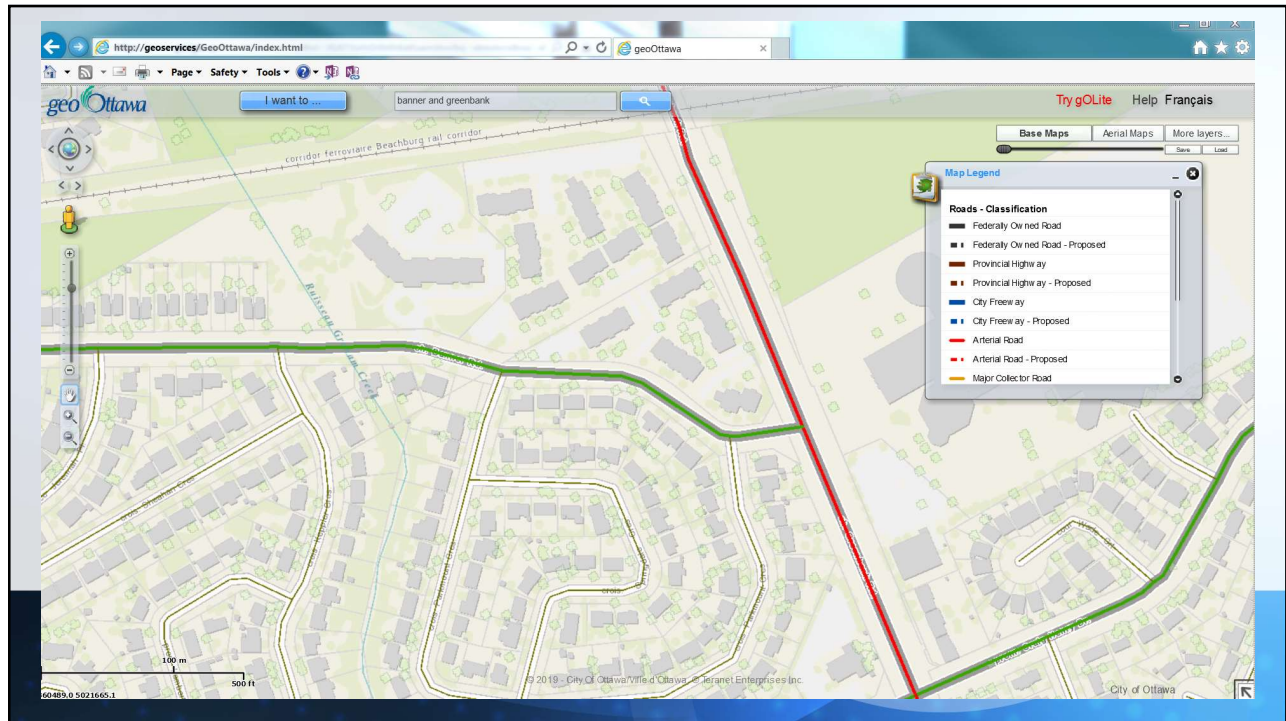
Insert description of the work being done in both English and French/ Description des travaux

Insert Contact Number/ Coordonnées

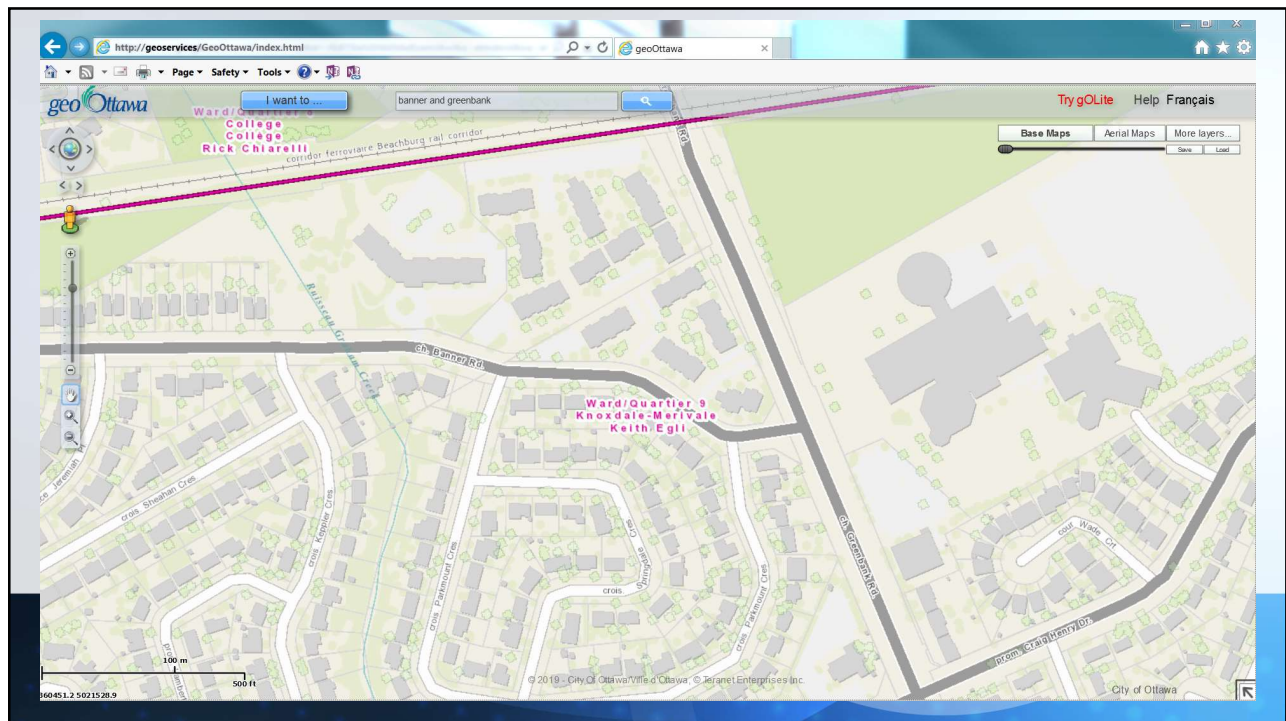
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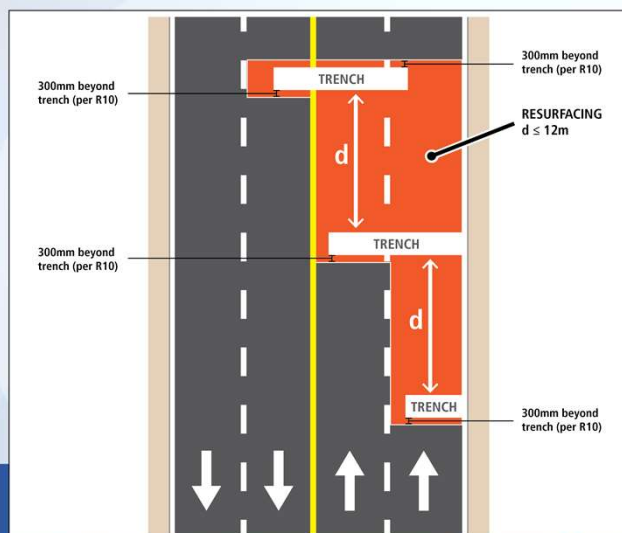
Development – Resurfacing Requirement



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Development – Resurfacing Requirement

- Three or more excavations
- Cuts within 12 metres of each other
- Single resurfacing to lane, centreline or full roadway width depending on width of excavation
- Identified as part of Grading and Servicing Plan review
- PDF applied based on size of cut
- Non-Development Resurfacing – Phase 2

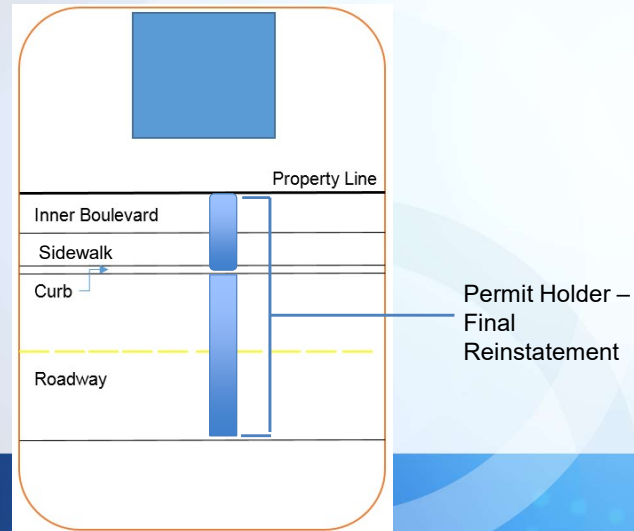


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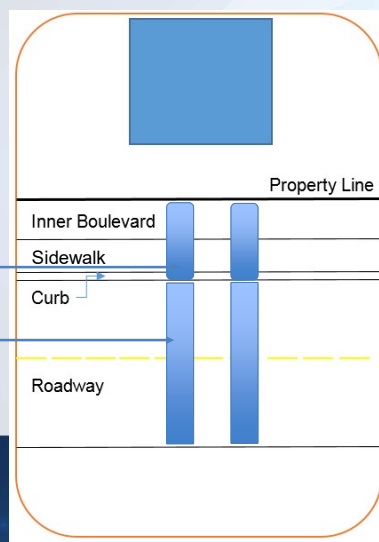
Scenario 1 – Road Cut Permit – No Development

- Permit Holder Security:
 - If cutting within roadway - \$3,000.00
 - If cutting within boulevard (curb to property line) – \$3,000.00
- Permit holder responsible for final reinstatement of all elements
- Warranty begins after final reinstatement
- PDF payable on size of the cut



Scenario 2 – Development (no site plan) and Associated Road Cuts for Services

- Permit Holder:
 - Securities - \$3,000.00 for roadway per permit
 - PDF payable on size of cut in roadway
 - Temp reinstatement of boulevard
 - Final reinstatement of cuts in roadway
 - Warranty begins upon completion of work

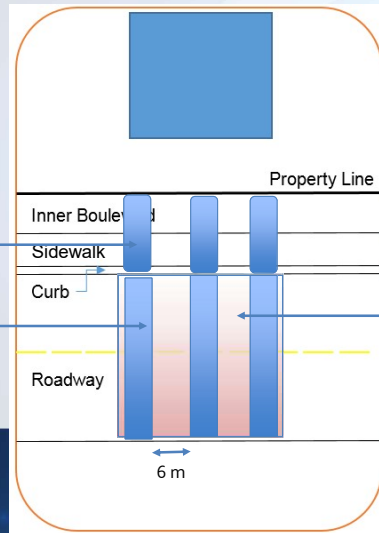


- Developer/Builder:
 - ROW Damage Deposit - \$3,000.00 deposit per unit
 - Responsible for maintenance of boulevard
 - Final reinstatement of boulevard and reinstatement of any damage to ROW
 - Deposit returned upon completion
 - Road Cut Permit required

Scenario 3 – Development (no site plan), Associated Road Cuts for Services, Resurfacing

- Permit Holder:

- Securities - \$3,000.00 for roadway per permit
- PDF payable on size of cut in roadway
- Temp reinstatement of boulevard
- Final reinstatement of cuts in roadway
- Warranty begins upon completion of work



- Developer/Builder:

- ROW Damage Deposit - \$3,000.00 deposit per unit
- Responsible for maintenance of boulevard
- Final reinstatement of boulevard and reinstatement of any damage to ROW
- Deposit returned on completion
- Resurfacing \$50/m² and agreement
- Resurfacing of trenches
- Road Cut Permit for reinstatement and resurfacing



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Pavement Degradation Fee – Interim Collection Process

- Interim Process Using Existing Rates
- Collected at time of Road Cut Permit Issuance
- Identify Cut Size on Application
 - Minimum size of 5 square metres
- Any Change in Cut Size noted on Road Cut Completion Report
- Reinstatements will be Audited

Pavement Age (years)	2020 Rate per m ²
2 years or <	\$37.90
>2 to 4	\$31.60
>4 to 7	\$25.40
>7 to 10	\$15.87
10 or more	\$6.30



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Notification – Road Activity

- To Traffic Management Inspectors:
 - Required if will impact vehicle, cyclist or pedestrian mobility AND Road is classified as Collector or above
 - Minimum 2 working days notice in advance of work
- To Residents / Businesses / Tenants:
 - Work will affect access to their property
 - Minimum 2 working days notice in advance of work

