



# Road Occupancy Permit (ROP) Application Form

If you are working in the Town's Right-of-Way (road and/or boulevard) or using it for a temporary construction access, you will require a Road Occupancy Permit (ROP).

A complete ROP application includes the following:

1. An application form with all fields completed.
2. A Certificate of Insurance with a minimum Commercial Liability of \$5,000,000 or Homeowner's Builder Risk Insurance, **naming the Town of Newmarket as additional insured for the project** (This document can be obtained from your contractor's Insurance Broker).
3. A Current WSIB Clearance Certificate.
4. A Book 7 Traffic Control Plan. Ontario Government website for Book 7: (pick the appropriate page for the road, lane or sidewalk you will be occupying and include that page with your application and ensure you adhere to all requirements as per Book 7 traffic control).
5. A map of the exact area where the work is to take place (ie: An Engineered drawing or a Google type overhead view with a box highlighting the work area).
6. Description of work to be performed.

Email complete application to [utilities@newmarket.ca](mailto:utilities@newmarket.ca)

**Any of the above-mentioned documents not included in the ROP Application is an incomplete submission and will not be processed.**

---

## OWNER INFORMATION (Property Owner or Owner of the Utility Company)

Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name (if different from above): \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Cell No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## CONTRACTOR INFORMATION (Company doing the Actual Work)

Company Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Business Phone No: \_\_\_\_\_  
Cell Phone No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Utility Services [utilities@newmarket.ca](mailto:utilities@newmarket.ca)

Public Works Services Department 905-895-5193  
395 Mulock Drive  
PO Box 328 STN Main  
Newmarket, ON L3Y 4X7

Date of Application: \_\_\_\_\_

**Dates of Construction (must reflect ACTUAL work dates)**

Work Start Date: \_\_\_\_\_

Work Completion Date: \_\_\_\_\_

**Municipal Consent Number** if applicable. (Ensure MC Letter and Approved Drawing is attached to the ROP Application): **MC#** \_\_\_\_\_

Address of Work Location: \_\_\_\_\_

Complete Description of Work including construction methodology and maximum depth of installation:

If work is for a Pool installation visit the Town's website for Swimming Pool Requirements. An ROP will still be required.

Will sidewalk be cut, cored or excavated: Yes  No  if Yes size \_\_\_m<sup>2</sup>

Will roadway pavement be cut, cored or excavated: Yes  No  if Yes size \_\_\_m<sup>2</sup>

Will driveway pavement be cut, cored or excavated: Yes  No  if Yes, size \_\_\_m<sup>2</sup>

Will curb be cut or excavated: Yes  No  if Yes size \_\_\_m

Work in boulevard or ditch: Yes  No  if Yes size \_\_\_m<sup>2</sup>

Boring in Pavement or Boulevard: Yes  No

Is a Road Closure Required: Yes  No  if Yes, email [publicworks@newmarket.ca](mailto:publicworks@newmarket.ca) to request Road Closure.

Does Work require connection to Town Water or Sanitary Lines: Yes  No

If yes, a Connection permit is required, email

[publicworks@newmarket.ca](mailto:publicworks@newmarket.ca) to request Connection Permit. ROP will not be issued until a Connection Permit is in place.

**Utility Services** [utilities@newmarket.ca](mailto:utilities@newmarket.ca)

Public Works Services Department 905-895-5193

395 Mulock Drive

PO Box 328 STN Main

Newmarket, ON L3Y 4X7