

Municipal Consent Submission Requirements



GEORGINA

**REQUIREMENTS FOR THE INSTALLATION OF SERVICES
WITHIN THE TOWN OF GEORGINA RIGHT-OF-WAY**

December 5, 2016

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1. INTRODUCTION

The objective of the Municipal Consent Requirements is to provide for the efficient review of applications to make installations within the Town of Georgina rights-of-way and to ensure that the Town of Georgina receives the information necessary for it to effectively fulfil its responsibility as custodian of the Municipal rights of way.

2. DEFINITIONS

“Applicant” means any utility company, commission, agency, or private party applying for Municipal Consent to gain approval for the placement of apparatus within the Town of Georgina’s Public Road Allowance.

“Emergency Work” means work that must be complete immediately because health, safety or the provision of essential services is endangered. This emergency work could result from a broken watermain, gas line break or damaged hydro lines.

“Municipal Consent” means the approval of a comprehensive Road Occupancy Permit submission which involves a formal drawing submission on the placement of apparatus within the Town of Georgina’s road allowance which has been approved by the Operations and Infrastructure department.

“Plant” means any poles, cables, pipes, conduits, pedestals, antennas, vaults, support structures or any other similar facilities or structures.

“Public Road Allowance” means the surface of, as well as the spaces above and below public road allowances.

“Road Occupancy Permit” means a permit issued by the Town of Georgina for the purpose of Authorizing the commencement of all work taking place within the Municipal Road allowance.

“Work” means the installation, maintenance, repair, replacement, extension or operation of any Plant in a public road allowance.

3. GENERAL REQUIREMENTS

In making an application for an installation within the road, the applicant must agree to the following:

3.1. If the work arising out of an application does not commence within six months of the issuance of the consent, the applicant will be required to apply for an extension of the municipal consent.

3.2. A Road Occupancy Permit must be issued prior to the commencement of work on the Municipal Road Allowance.

3.3. The applicant shall provide as-constructed drawings of the completed work where required to the Operations and Infrastructure department, as set out in this document.

4. WORK REQUIRING ONLY A ROAD OCCUPANCY PERMIT

The following types of work require only a Road Occupancy Permit:

- Emergency work required to maintain or restore existing service
- Exploratory work to investigate subsurface conditions
- The construction of subsurface infrastructure connecting one or more individual users to the mainline distribution infrastructure, not crossing the pavement structure and not requiring the removal, relocation or alteration of the adjacent infrastructure.

All other types of work require both a Municipal Consent and a Road Occupancy Permit

Applications for Road Occupancy Permits shall be made on the standard form **“Road Occupancy Permit Application Form” (Appendix A)**. These forms are also available on www.Georgina.ca.

The form shall be completed in its entirety and shall be submitted to the Operations and Infrastructure department.

A plan or other information indicating the nature and road location of the work arising out of the application shall accompany the Road Occupancy Permit Application.

Road Occupancy Permits will normally be processed within 5 working days of receipt.

The Applicant has the responsibility to ensure that all of Road Occupancy Permit affected parties are notified of the work and that the appropriate locates and clearances are obtained prior to commencing any installation.

A completed Application Review Utility Sign- Off sheet is not required prior to the issuance of a permit.

4.1. EMERGENCY WORK

Emergency Work is permitted prior to submission of a Road Occupancy Permit Application by notifying Water Works On-Call (905-955-3321) of the emergency prior to doing any repairs. The completed Road Occupancy Permit Application must be submitted to the Operations and Infrastructure department upon completion of the emergency repairs on the next business day.

If the installation of new or additional infrastructure is required for the emergency repair, a Municipal Consent Application Form must be submitted to the Operations and Infrastructure department the next business day.

5. WORK REQUIRING MUNICIPAL CONSENT (AS WELL AS A ROAD OCCUPANCY PERMIT)

When work requires an excavation within the Municipal Road right of way, or the work is for the placement of additional infrastructure, approval for this work is granted by a Municipal Consent. With the exception of “Emergency Work”, no excavation shall commence before the issuance of a Municipal Consent by the Town of Georgina.

Municipal Consents and Road Occupancy Permits are only issued to utility companies, commissions, agencies and private applicants which have the authority to construct, operate and maintain their infrastructure on the public road allowance as established through legislation or terms of a Municipal Access Agreement or Franchise Agreement.

All work within the Public Road Allowance, with the exception of work specified in Section 4, requires Municipal Consent and a Road Occupancy Permit from the Operations and Infrastructure department. With the exception of Emergency Work, no installation shall commence before the issuance of a Municipal Consent by the Town of Georgina.

The applicant understands and agrees that in making an application for a Right-of-Way municipal consent and/or permit, the applicant agrees to abide by the terms and conditions of the consent and or/permit.

6. APPLICATION SUBMISSION

The application shall be submitted to the Operations and Infrastructure department for review and approval. Incomplete submissions will be returned to the applicant. The date of application will be the date on which the Operations and Infrastructure department receives the completed application submission.

One application submission shall be completed for each road location where the proposed work is to be carried out. If, in the opinion of the Operations and Infrastructure department, additional applications are required due to the length of the work to be carried out, the applicant shall provide the requested applications.

Applications shall be submitted to the Town of Georgina at least 30 business days prior to the planned date of commencing the work.

7. APPLICATION DRAWINGS

7.1. DRAWING SCALE AND UNITS:

The scale of the design drawings shall be in accordance with the general guidelines outlined in **Table 1**:

Table 1 - General Guidelines for Drawing Scale and Units			
Density of Existing Utility Plant	Horizontal Scale (Plan)	Vertical Scale (Profile)	Units
Low	1:500	1:100	Metric
High	1:200	1:100	Metric

7.2. DRAWING SIZE

The maximum size of any application drawing shall be 1.50m x 0.75m.

7.3. DRAWING DETAILS AND DIMENSIONS

The following information shall be accurately shown on the application drawings:

- A prominent arrow indicating the direction north
- Legend
- Scale
- Street names, property and building numbers
- 911 address (if known)
- Lot, Concession
- Property lines, right-of-way limits and easement limits
- Driveways
- Edge of roadway pavement or curbs
- Guide rail or cable
- Sidewalks
- Fencing
- Mature trees/dripline
- Outlines of adjacent surface and subsurface structures
- Location and depth of ditches
- Description, location and dimensions of existing adjacent plant
- Description, location and dimensions of proposed plant
- All references to utility depths shall be based on geodetic elevations
- Sign off by the other Utilities with respect to existing location of their plant, location of proposed plant by the applicant and no conflict with future undertakings

For the purpose of preparing the application drawings, "adjacent surface and subsurface structures" and "adjacent plant" shall mean infrastructure that may be impacted by the work or is located within the applicable minimum clearance distances.

All dimensions pertaining to the location existing and proposed utility infrastructure shall be referenced to the current and/or proposed streetline.

The drawing shall be greyscale with bold distinct linetypes to distinguish between types of proposed facilities.

7.4. DRAWINGS SIGNED AND SEALED BY A PROFESSIONAL ENGINEER

Where required under the guidelines established by the Professional Engineers of Ontario, application drawings shall be signed and sealed by a Professional Engineer.

7.5. SIGN OFF BY ADJACENT UTILITIES

Prior to the issuance of a Municipal Consent, the applicant may be required to submit confirmation of clearance from all other utilities, agencies and commissions that may be impacted by the proposed work.

8. REVIEW AND APPROVAL PROCEDURES

8.1. GENERAL

Only upon receipt of a complete application by the applicant will the Operations and Infrastructure department review the application. Incomplete applications will be returned to the applicant.

Upon completion of the review of the Municipal Consent application, a copy of the approved application will be forwarded to the applicant. In the event the application is not approved, the application submission will be returned to the applicant together with a covering letter from the Operations and Infrastructure department, which will identify the deficiencies with the application.

The applicant has the responsibility to ensure that the notification requirements of this procedures manual are properly carried out and that the appropriate stakeouts and clearances are obtained prior to commencing the installation of the proposed work. Adherence to the Ontario Region Common Ground Alliance – Underground Infrastructure Damage Prevention Best Practices Manual is recommended.

8.2. APPLICATIONS FOR EMERGENCY WORK

The review of applications for Emergency Work will be given priority by the Town of Georgina.

Applications for Emergency Work will normally be processed by the Town of Georgina within 5 business days upon receipt of a complete application.

8.3. CHANGE REQUESTS FOR APPROVED WORK

In the event the work, for which Municipal Consent has been issued, requires the relocation of any existing plant then the applicant shall stop or if the work has not commenced, reschedule the work, until such time that the Town of Georgina has received an application for and approved the proposed location for the relocated Plant.

8.4. REVIEW OF APPLICATIONS FOR WORK IN OR UNDER NEW ROAD SURFACES

In the event an application is received for work in or under a road surface that is 5 years old or less, the Operations and Infrastructure department shall undertake a comprehensive review of the proposed working area, type and methods of construction to mitigate the potential negative impact the proposed work may have on the Road Authorities investment of public funds in the road allowance.

The comprehensive review shall include a meeting with the applicant and its contractor to discuss the following:

- alternative means of meeting the applicant's servicing objectives by investigating alternate routes, availability of spare capacity, reactivation of abandoned plant, utilization of abandoned conduits, trenchless technologies, etc.
- reason for proposed methods of installation if deemed harmful to the new pavement structure
- roadway restoration details

Appendix A – Road Occupancy Permit Application Form



GEORGINA
 26557 Civic Centre Rd.
 Keswick, Ontario L4P 3G1
 905-476-4301
 Email:
 gmcilwee@Georgina.ca

ROAD OCCUPANCY PERMIT APPLICATION FORM *Appendix A*

<i>Town Use Only</i>
PERMIT NUMBER: _____

Application Date:	Ontario One Call Ticket #:
APPLICANT INFORMATION (CONTRACTOR)	OWNER INFORMATION
Applicant Name/Contractor:	Utility/Property Owner Name:
Mailing Address:	Mailing Address:
Email:	Email:
Office Phone:	Office Phone:
Cell Phone:	Cell Phone:
ACTIVITY INFORMATION	
Activity Type:	
<input type="checkbox"/> Utility Install	<input type="checkbox"/> Geotechnical
<input type="checkbox"/> Utility Repair	<input type="checkbox"/> Survey/Inspection
<input type="checkbox"/> Forestry Works	<input type="checkbox"/> Material Storage
<input type="checkbox"/> Construction	<input type="checkbox"/> Encroachment
Town Property Impacted:	Nature of Excavation:
<input type="checkbox"/> Roadway	<input type="checkbox"/> Hand Dig
<input type="checkbox"/> Curb	<input type="checkbox"/> Machine Dig
<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Hydrovac
<input type="checkbox"/> Boulevard/Ditch	<input type="checkbox"/> Trenching
<input type="checkbox"/> Entrance	<input type="checkbox"/> Bore
<input type="checkbox"/> N/A	Vehicles On-Site:
	<input type="checkbox"/> 1-3 Vehicles
	<input type="checkbox"/> 4-6 Vehicles
	<input type="checkbox"/> 6+ Vehicles
Activity Detail: 	
Date of Occupancy (Start Date):	Date of Occupancy (End Date):
Is this work related to any other application or approval of the Town? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, File # _____	
24 Hr. Emergency Contact:	On-Site Contact (Supervisor):
Name: _____	Name: _____
Cell No.: _____	Cell No.: _____

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ACTIVITY LOCATION

Civic Address/Location Detail:

Between: _____ And: _____

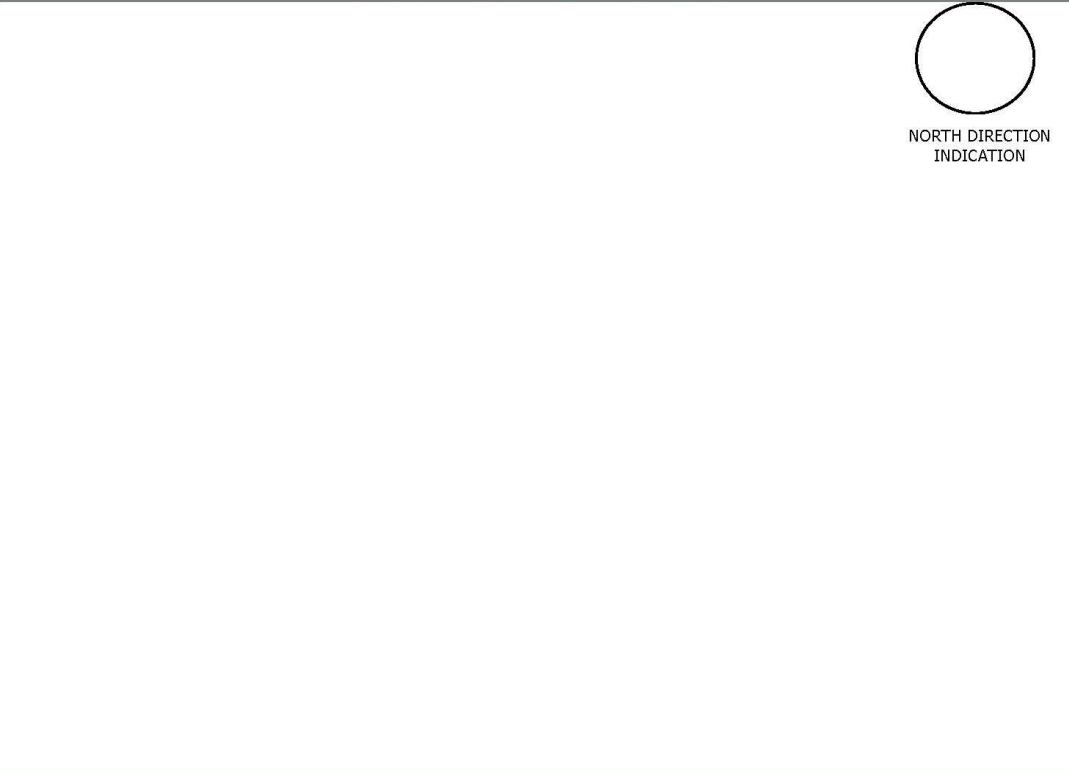
Traffic Management:

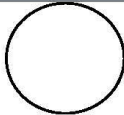
Intermittent Road Closure Boulevard/Shoulder Multiple Lane Closure Sidewalk Use
 Full Road Closure Single Lane Closure Intersection Impact Lane Use

Traffic Plan: OTM Book 7 Figure ID: _____ Custom Plan (to be submitted for review)

Proposed Detour Route:

ACTIVITY LOCATION DRAWING




NORTH DIRECTION
INDICATION

ATTACHMENTS

Insurance Certificate Custom Traffic Plan Additional Details/Drawings WSIB

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CONDITIONS

Traffic Control: Traffic Signing will be in accordance with Book 7 of the Ontario Traffic Manual. Access for emergency vehicles MUST be maintained at all times, unless otherwise approved by the Director.

1. Any person or persons intending to occupy or perform work on Town of Georgina Right-of-Way, must first apply to Operations and Infrastructure for a Road Occupancy Permit. This approval must be obtained prior to the commencement of work.
2. The permit must be in the name of the person or persons performing the intended work and not the name of an agent acting for him/her.
3. The completed permit application must be received, for processing, by the Operations and Infrastructure Department 3 weeks prior to the beginning of the activity.
4. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein
5. The permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, a representative from the Town's Operation and Infrastructure Department shall take action he deems necessary to reinstate the site for public protection at the expense of the applicant.
6. When unforeseen circumstances require an extension of the permit or a change in any of the conditions under which the permit was issued, the holder of the permit shall apply for such change at least 3 business days in advance of the expiry. Failure to do so will render the permit void.
7. All barricades, signs, signals, traffic control person(s), traffic control devices, detour design and signing shall meet **Book 7 of the Ontario Traffic Manual** requirements and shall be the sole responsibility of the applicant.
8. The applicant shall maintain access to all public and private properties for the duration of the work.
9. The Contractor shall maintain in effect liability insurance of not less than **\$5,000,000** naming the Town of Georgina as co-insured and shall indemnify the Town of Georgina against and hold it harmless from any and all liability for damages on account of injury to persons or damage to property resulting from or arising out of or in any way connected with the presence of the Contractor, its servants, agents or employees, and persons duly authorized by the Contractor, on the road allowance and shall reimburse the Town for all costs, expenses and any loss incurred by it in consequence of any claims, demands and causes of action which may be brought against it arising out of the presence of the Contractor, its servants, agents or employees and persons duly authorized by the Owner, on the road allowance.
10. It shall be the applicant's responsibility to request marking or other location information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.
11. All damaged, disruption or removal of existing works such as curb, sidewalk etc. as described in the permit, and damages related to the work activity shall be reinstated by the applicant to the Town of Georgina's satisfaction.
12. **Warranty Period** - The Applicant is responsible for all costs relating to any restoration requirements resulting from the permitted work for a period of two years from the date of completion (the "Warranty Period").

INITIALS

AGREEMENT

I, THE UNDERSIGNED HAVE READ AND UNDERSTOOD THE INFORMATION PROVIDED AND AGREE TO ABIDE BY ALL GENERAL CONDITIONS, SPECIAL PROVISIONS AND ALL CONDITIONS LISTED ON THIS PERMIT APPLICATION, AND PERMIT IF ISSUED.

Authorized Representative		
	<i>Signature</i>	<i>Date</i>

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**RIGHT OF WAY APPLICATION PERMIT
DEPARTMENTAL CHECKLIST**

(OFFICE USE ONLY)

<input type="checkbox"/>	TRAFFIC CONTROL PLAN	DATE RECEIVED:	RECEIVED BY:
<input type="checkbox"/>	CERTIFICATE OF INSURANCE	DATE RECEIVED:	RECEIVED BY:
<input type="checkbox"/>	WSIB	DATE RECEIVED:	RECEIVED BY:
<input type="checkbox"/>	PERMIT FEE \$	DATE RECEIVED:	RECEIVED BY:

TOWN REPRESENTATIVE APPROVAL:

DATE OF APPROVAL:

Comments:

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