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MUNICIPAL CONSENT SUBMISSION REQUIREMENTS MANUAL

REQUIREMENTS
FOR THE INSTALLATION OF UTILITY SERVICES
WITHIN THE TOWN OF WASAGA BEACH
RIGHT-OF-WAY

July 2020

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1 INTRODUCTION

A Municipal Consent is the municipal authorization for a utility company to occupy a specific location within the Town Right-of-Way (ROW). Standard utility corridors and alignments have been established to avoid conflicts in the planning of projects by various utilities occupying the Town of Wasaga Beach’s ROW and to minimize the impact of proposed work on the adjacent infrastructure. Municipal Consents are only issued to utility companies, commissions, agencies and private Applicants who have the authority to construct, operate and maintain their infrastructure within the ROW as established through Legislation or terms of a Municipal Access Agreement (MAA).

All utility work within the Town of Wasaga Beach (Town) municipal ROW requires Municipal Consent (MC) from the Director of Public Works (Director), along with a Road Occupancy Permit (ROP) from the Public Works Department, with the exception of Emergency Works. An ROP will not be issued until the MC has been granted by the Director, where applicable. The Applicant understands and agrees that in making an application for MC, the Applicant agrees to abide by the terms and conditions of the MC and Municipal Consent Requirements Manual.

The approval of an MC is valid for a period of two (2) years from the date of issuance. Should the work not be completed in its entirety within the two year period of the date of issuance of the MC, and the Applicant has not sought and received an extension to the MC from the Town (which extension shall not be unreasonably withheld), the Applicant may be required to reapply for consent to locate the remaining work within the ROW, at the discretion of the Director.

The objective of the Municipal Consent Submission Requirements Manual (MCRM) is to provide for the efficient review of MC applications within the Town and to protect the interests of the community and permitted utility companies occupying right-of-ways within the Town.

In the event of a “non-standard” installation being the only reasonable alternative, such as existing infrastructure and plant do not allow for the stipulated preferred design parameters, the Applicant shall ensure that these MC requirements are adhered to as close as possible.

This document applies to all utility companies, commissions, agencies, boards, associations and private stakeholders proposing to undertake work within the Town’s right-of-ways.

2 ORDER OF PRECEDENCE

In the event of any inconsistency or conflict in the contents of the following documents, such documents shall take precedence and govern in the following order:

- Federal and Provincial Legislation, including Municipal Access Agreements (MAA) and Franchise Agreements.
- Town of Wasaga Beach By-Laws.
- Town of Wasaga Beach Engineering Standards.
- Municipal Consent Permit.
- Municipal Consent Requirements Manual.

3 DEFINITIONS

"Applicant" means any utility company, commission, agency or private party applying for MC to gain approval for the placement of plant within the Town's Public Road Allowance.

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

"Municipal Consent" (MC) means the permission to install plant within a specific location in the Town's ROW. The process involves a formal drawing submission which has been reviewed and accepted by the Town.

"Plant" means any infrastructure referred to a utility system, up, above, on, or below the grade surface and including poles, cables, pipes, conduits, pedestals, antennas, vaults, support structures or any other similar facilities or structures.

"Right-of-Way" (ROW) means the surface of, as well as the spaces above and below public road allowances.

"Road Occupancy Permit" (ROP) means a permit issued by the Public Works Department for the purpose of authorizing the commencement of all work taking place within the Right of Way.

"Service Drop" means a section of Plant that by its design, capacity and relationship to the overall Plant can be reasonably considered to be for the sole purpose of connecting the Plant to not more than a single customer or building point, but shall not include Plant design to extend to multiple buildings.

"Work" means the installation, maintenance, repair, replacement, extension or

operation of any Plant in the Right-of-Way.

"**Town**" means The Corporation of the Town of Wasaga Beach or its authorized representative.

4 WORK PERMITTED WITHOUT MC

The following types of work require only an ROP:

1. Emergency work required to maintain or restore existing service;
2. Repair of existing Plant (same horizontal and vertical location);
3. Exploratory work to investigate existing Plant condition;
4. Replacement of frame and cover for existing underground structure with surface access;
5. Aerial work required for the installation of Plant if (only) existing poles are used;
6. Underground Plant installs through existing conduit that does not require the utility company to break up the highway or other public place
7. All splicing work; and
8. Any service drop not requiring the removal, relocation or alteration of any adjacent infrastructure.

All other types of work require both an MC and an ROP including:

- Installing new underground and/or aerial Plant that requires the utility company to break up the highway or other public place for the purpose of construction;
- Making additions or upgrades/alterations to existing Plant;
- Excavating, directional boring and/or drilling within the ROW.

4.1 Emergency Work

When emergency work is undertaken the Applicant shall immediately contact the Public Works Office, and in the event that Emergency Services, or Police assistance is required, call 911.

Emergency work is permitted prior to submission of an ROP as outlined in the Town's ROP By-Law. The completed ROP application must be submitted to the Public Works Department on the same day the work is commenced, or if Town offices are closed, no later than the start of the next business day. If the installation of new or additional plant is required for the emergency repair, an MC application must be submitted to the Engineering Department within 5 business days of the work commencement.

4.2 Service Drops

An ROP must be obtained from the Public Works Department prior to installing any service drop. Wherever possible, services and service connections to property line shall be designed and constructed directly in front of the customer being serviced, perpendicular to the roadway. Gas service sizes larger than 32 mm in diameter, will require an MC.

5 **ROAD OCCUPANCY PERMITS (ROP)**

Prior to the commencement of work within the ROW, an ROP is to be obtained from the Public Works Department. If applicable, the drawing submitted for the associated MC shall accompany the ROP application. The issuance of an ROP to complete an installation within the ROW does not relieve the Applicant of the responsibility to ensure that all affected Parties are notified of the work and that the appropriate locates and clearances are obtained prior to the commencement of any works.

6 **IDENTIFICATION OF CAPITAL WORKS AND PLANNING**

All utility companies which have the authority to construct, operate and maintain plant within the Town's ROWs shall submit a forecasted Capital Project schedule on an annual basis, prior to, or at the annual Utility Coordination Pre-Construction Meeting, to the Engineering Department. The Schedule will be used to coordinate forecasted Capital Projects with Town projects. The Applicant shall use the same project code submitted in the forecasted Capital Projects schedule on the application for MC to assist in coordinating review with Town Capital Projects.

7 **MUNICIPAL CONSENT APPLICATION**

Applications for MC shall be made on the standard MC Application Form (Appendix A). The MC Application Form shall be completed in its entirety and be submitted to the following address;

Attention: Director of Public Works
Public Works Offices
150 Westbury Road
Wasaga Beach, ON
L9Z 2N8

7.1 Submission Package Requirements

The submission package shall include:

- One copy of the application form, completed in its entirety.

- Detailed design drawings prepared in accordance with the requirements identified in this document, submitted digitally via email to engtechnician@wasagabeach.com. Copy of the detailed design drawings may be requested by the Town.
- One (1) copy of the required signoff from impacted parties.

7.2 Application Drawing Requirements

The scale of the design drawings shall be in accordance with the guidelines outlined in Table 1 below for drawing scale and units. The maximum size of any application drawing shall be ARCH D (610mm x 914mm). The minimum size of any application drawing shall be LEDGER (279mm x 439mm)

Table 1- Guidelines for Drawing Scale and Units

Density of Existing Utility Plant	Horizontal Scale (Plan)	Vertical Scale (Profile)	Units
Low	1:500	1:50	Metric
High	1:250	1:50	Metric

Note: The maximum scale of any application drawing shall be 1:500.

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

- Direction North Arrow, Legend and Scale;
- Street names and Municipal addresses;
- 911 address as applicable;
- Property lines, right-of-way limits and easement limits;
- Driveways, edge of pavement or curbline, edge of shoulder, as applicable;
- Location, centerline of ditch and depth of ditches;
- Guide rail or cable, sidewalks, fencing, mature trees with dripline;
- Outlines of adjacent surface and subsurface structures;
- Description, location and dimensions of existing adjacent plant including municipal infrastructure;
- Description, location and dimensions of proposed plant;
- Sign off by the other Utility companies with respect to the existing location of their Plant, location of proposed Plant by the Applicant and no conflict with future undertakings.
- All dimensions relating to the location of existing and proposed Plant shall be referenced to the current and/or proposed property lines or ROWs.
- All drawings shall be greyscale with bold distinct line types to differentiate between types of Plant.

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.

7.3 Pre-Application Review

To avoid the need for redesigns and resubmissions and to reduce review time by Town Staff, if necessary, within a reasonable time and at no cost to the Applicant, Town Staff may attend one site meeting and conduct a preliminary review of the proposal before the Applicant finalizes the design and submits the MC Application. All parties are to make best efforts to keep the number of on-site meetings to one.

7.4 Changes to the Permit

Any request for revisions to an accepted MC drawing must be reviewed and accepted by the Town's Engineering Department. Depending on the extent of the requested changes, the Applicant may be required to:

- Meet with Engineering Staff in the field to review the proposed change(s) at no cost to the Applicant;
- Submit in writing an explanation of the proposed change(s);
- Submit a revised drawing with the proposed change(s);
- Obtain signoff from the adjacent owners of affected above and below ground Plant (if applicable);
- Submit a new application for the revised work(s); or
- Undertake all of the above.

7.5 Projects with Multiple Drawings

If the Applicant chooses to "bundle" several drawings together as a single application for projects which involve the installation of Plant over a continuous large distance, the application will be reviewed as a whole, with all drawings being approved or declined, simultaneously.

7.6 Cancelled Projects

Should a project be cancelled by the Applicant, the Engineering Department must be notified and advised of the cancelled MC project.

7.7 Incomplete or Non-Approved Applications

MC Applications that are not in conformance with the Town's MC requirements, particularly with regard to drawing standards, may not be accepted. In the event the application is not accepted, the Applicant will be contacted by Engineering Staff, via email, to advise them of the specific reasons the application is not being

accepted.

7.8 Completed Projects

Utilities are to contact Engineering Staff via email when works are completed for final review and release.

7.9 Circulation and Sign Off by Other Agencies

Prior to submitting an application to the Town, the Applicant shall circulate drawings of their proposed work to all Utility companies, agencies and commissions that may be affected by the work. It is requested that the Applicant suggest those circulated to consider the following as part of their review of the proposed works:

- Mark up the Applicant's drawing or provide the Applicant with an up to date location certificate of that Party's infrastructure within the limits of the proposed works;
- Communicate all it's requirements to the Applicant;
- Has no objection to the proposed works as described in the application;
- Investigated and declined a "joint build" venture with the Applicant.

7.10 Application Review Period

Applications shall be submitted to the Engineering Department a minimum of thirty (30) business days prior to the anticipated date of commencing the work. The date of the application will be the date on which the complete application is received by the Engineering Department. The time required to review will vary dependent on the nature, size, complexity of the proposed works and the completeness and clarity of the drawings, but generally should be completed within 2 – 3 weeks.

8 APPROVALS PROCEDURES

Following completion of the MC application review, a copy of the "Accepted for Construction" drawings, along with an approval letter from the Director of Public Works will be emailed to the Applicant's address as listed on the application.

The issuance of an MC by the Town of Wasaga Beach does not relieve the Applicant of the responsibility to ensure that the notification requirements of this manual are followed and that the appropriate locates and clearances are obtained prior to the commencement of the work.

8.1 Review of Applications for Work in or under New Road Surfaces

In the event that an application is received for work in or under a road surface that is 10 years old or less, the Town will undertake a comprehensive review of the proposed work area, type and methods of construction to mitigate the potential negative impacts. This will include construction or reconstruction of roads, curbs, sidewalks and boulevards, ditches, full resurfacing of streets including base repairs.

The comprehensive review may include a meeting with the Applicant and their Contractor to discuss the following;

- alternative means of meeting the Applicant's servicing objectives by investigating alternate routes, availability of the Applicant's spare capacity, reactivation of the Applicant's 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 including full lane Asphalt replacement (i.e. centreline of road to edge of pavement for length of repair).

9 **DESIGN GUIDELINES**

9.1 Alignments

Installation locations for Plant shall adhere to the Town of Wasaga Beach Engineering Standard Drawings. The Town may request the Applicant to propose an alternative alignment if in the opinion of Engineering Staff the proposed alignment is not in the best interests of the efficient and organized usage of the Town ROW.

9.2 Roadway Crossing

Wherever possible, proposed roadway crossings shall be perpendicular to the roadway. Roadway crossings within intersections are to be avoided. All roadway crossings shall be in conduit adequately sized for future anticipated growth.

9.3 Clearance from Other Plant

The minimum horizontal and vertical clearances are provided in Appendix "B" – Vertical and Horizontal Clearance Guidelines. Any encasement (concrete), steel plating or other non-excavatable material shall be considered part of the proposed Plant and shall comply with the required clearance from existing Plant.

Exemptions from the minimum clearances may be approved at the discretion of the affected Plant Owners (written consent) and with the approval of the Town. The Town may require the Applicant to submit a suitably scaled detailed drawing

identifying the existing and proposed Plant clearances.

9.4 Depth of Cover

The depth of cover for all new installations within the boulevard shall be a minimum of 1.0 m. The depth of cover for all new installations below the pavement structure (road crossings) shall be a minimum of 1.2 m below the lowest elevation of either the centreline of the trench or centreline of the roadway. Where deemed necessary to accommodate other existing Plant or future work, additional depth of cover may be required at the application review stage or during construction, at the reasonable discretion of the Engineering Department.

Where an Applicant demonstrates that the depth requirements cannot be met, exceptions may be agreed to on a case by case basis. Engineering Staff should be contacted by the Applicant at the planning stage of the project, prior to submission of an MC application, to request an exception to the depth of cover.

Under no circumstance shall Plant be installed shallower than the minimum depths indicated, without written consent from the Engineering Department.

For buried structures, including but not limited to, vaults and chambers, the tops of these structures shall conform to the minimum cover described above. If these structures require access, it is to be designed such that only the access protrudes to the surface.

9.5 Structures with Surface Access

All new buried structures that will have surface access, with the exception of vaults where the roof is monolithic with a sidewalk or flush with the surrounding finished grade, is to be constructed with the ability for fine adjustment of their elevation to accommodate any future grade change and structurally designed for highway traffic loading.

9.6 Common Trenches

In an effort to utilize the limited space within the Town's ROW, the Engineering Department may request that Utility companies planning installations in close proximity to one another, or service the same customer, enter into an agreement to share a common trench. In the case that the Parties have agreed to utilize a common trench, one of the Utility companies shall be designated as the Applicant for purposes of obtaining the MC, adhering to permit conditions, completion of restoration and submission of as-constructed drawings. Common trenches will be required to be clearly identified on both the application and drawings, including listing the names of all participating utility companies.

9.7 Above Ground Plant

Applications for work that includes above ground Plant shall take into consideration the reduction of negative visual impact, to the General Public and adjacent Property Owners. Consideration with regard to placement of above ground Plant should include placement in locations of minimal visual impact and impact with sight lines, etc.

10 IDENTIFICATION OF PLANT

All proposed utility Plant, with the exception of cables/conduit, shall bear the name and contact information of the Owner and include such details on the submission drawings. Acceptable forms of identification may be stickers, imprints, tags, or other appropriate methods.

11 ABANDONED/DECOMMISSIONED PLANT

The Applicant is required to clearly identify any proposed removal or abandonment of its Plant on the drawings. The Utility Company shall continue to be responsible and liable for all abandoned Plant and any issues that arise as a result of its abandoned Plant until such time that it has been completely removed from the ROW to the satisfaction of the Town. This responsibility shall include, but not be limited to providing all available information for any abandoned or decommissioned Plant as part of the Applicant's response to any request for design information and field locates by the Town.

Prior to issuing an MC, the Town may advise the Applicant in writing whether the Applicant's proposed location for new Plant may be affected by the Town's reconstruction project plan. The Town may issue a conditional MC stating that, if the Town requires the Applicant to relocate the existing Plant covered under the conditional MC, it will relocate and replace its Plant in coordination with the specific project. The costs of which will be shared between the Utility and Town in accordance with applicable Agreements and/or the Public Service Works or Highways Act.

11.1 Pole Replacement

Any application for the installation of a new pole which is intended to replace an existing pole, shall clearly identify all poles to be removed. The maximum time period from the installation of the new pole until the removal of the existing pole and completion of restoration shall not exceed the term of the MC (2 year).

12 SITE ACCESS AND INSPECTION

Authorized representatives of the Town, shall at all times have access to the work site to monitor the progress of the work and to determine compliance with the Municipal Consent

Requirements, permit requirements and any other instructions issued by Town Staff. The Applicant is cautioned that if any construction is undertaken that is not in compliance with the conditions of the Permit and/or this document, a Stop Work Order may be issued, or the Permit may be cancelled at the sole discretion of the Director of Public Works, or designate.

Where Plant has been installed without a valid Permit and/or in a location not approved by the Town, the utility company may be required to remove the Plant immediately at its sole cost.

13 DOCUMENTS REQUIRED ON SITE

The Applicant shall be required to ensure that, at a minimum copies of the following documents are kept on site at all times and shall make these documents available for viewing upon request, by Town Staff or any other Authority:

- Accepted for Construction MC drawing(s);
- Road Occupancy Permit;
- Locates;
- Notification to adjacent residences and businesses, where applicable; and
- Any documents required to be kept on site under other Legislation.

14 NOTIFICATION OF UNIDENTIFIED PLANT

The Applicant is responsible for notifying the Engineering Department of any Plant encountered during the course of installation which was not identified on the pre-construction drawings or locates. It will be the responsibility of the Applicant to notify all other utility companies and make an effort to determine the Owner of the unidentified Plant.

15 TRENCHLESS INSTALLATIONS

Where the work is being installed utilizing trenchless installation methods, preservation and protection of existing Plant shall be in accordance with Ontario Provincial Standard Specifications. Minimum horizontal and vertical separation to existing Plant is to conform to Appendix "B".

16 BACKFILL AND RESTORATION

Backfill and restoration, both temporary and permanent, shall be carried out in accordance with the conditions set out in the Town of Wasaga Beach Road Occupancy Permit By-Law, including the use of hot mix asphalt, Denso Reinstatement tape and unshrinkable fill, in all cuts within paved/hard surface areas of the right-of-way. All

restoration shall be completed by and at the sole expense of the Applicant, to the satisfaction of the Town.

17 AS-CONSTRUCTED DRAWINGS

The Applicant is required to submit within 90 days of the project completion, as-constructed drawings in paper and pdf format, to the Engineering Department. As-constructed submissions are to accurately record installation information and shall include a cover letter that, at a minimum contains the following information:

- Applicant's Name;
- Contractor's Name (where applicable);
- Name of Project (Utility's Project number);
- MC Permit number;
- Date of Completion of Construction;
- Location description;
- Be certified by a qualified person; and
- Include the certification noted as follows:

I CERTIFY THAT THIS LOCATION CERTIFICATE DEPICTS THE LOCATION AND CONTENT OF THE CONSTRUCTED PLANT IN ACCORDNACE WITH THE TOWN OF WASAGA BEACH'S MC REQUIREMENTS.

If the Applicant does not submit as-constructed drawings to the Town within 90 days of completion of the project, the issuance of new permits may be withheld or delayed, at the sole discretion of the Director of Public Works, until the required as-constructed information has been received.

18 OTHER CONSIDERATIONS

The Applicant shall comply with all other applicable Legislation, Town of Wasaga Beach By-Laws, Town Standards and Policies, including by not limited to:

- Road Occupancy Permit By-Law;
- Noise By-Law; and
- Tree By-Law.

The Applicant is responsible for obtaining all necessary approvals from Wasaga Distribution Inc. (WDI), the Nottawasaga Valley Conservation Authority (NVCA), the Ministry of the Environment, Parks and Conservation (MECP/Ontario Parks) and Ministry of Transportation of Transportation (MTO), where applicable, prior to submitting an MC application to the Town.

APPENDIX “A” – MC APPLICATION FORM
(see next page)

Town of Wasaga Beach

Public Works Department,
Engineering Division
30 Lewis Street
Wasaga Beach, ON
L9Z 1A1

**APPLICATION FOR
MUNICIPAL CONSENT
TO LOCATE PLANT
WITHIN CITY PROPERTY**

For City Use Only

M.C. # _____

File: _____

Application is hereby made by _____ to the Director of Public Works of the Town of Wasaga Beach for consent to _____ as identified on the attached drawing(s). Work is expected to commence _____ and to be completed in _____. Expected life of this plant is _____ years. The proposed works are to be located:

DRAWING #	STREET	BETWEEN	TO	COMMENTS

We hereby certify the above works have been designed in accordance with sound engineering practices and full consideration has been given to all existing utilities, services and the safety and protection of the public, in the design of this plant and all its related structures.

The applicant agrees that no changes or deviations from the approved plan(s) will be made except with the consent and approval of the Director of Public Works, and agrees to submit as-constructed drawings once the works are completed.

APPLICANT:

APPLICANT'S ENGINEER (if applicable)

Applicant or Authorized Person

Name of Engineer or Engineering Firm

Signature of Applicant or Authorized Person

Signature of Engineer or Engineering Firm

Date: _____

Date: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

MUNICIPAL CONSENT GRANTED (subject to the attached conditions)

Date: _____

Signature: _____

Special Comments:

APPENDIX “B” – MC CLEARANCE GUIDELINES (PREFERRED)

All Dimensions in Millimetres (mm)	Preferred Vertical Clearance	Preferred Horizontal Clearance
ELECTRICITY Wasaga Distribution Inc.		
Conduits	500	1500
Transformers	1500	1500
Streetlights (Town owned infrastructure)	1500	1500
GAS Enbridge		
Gas main < 400 mm (16”) diameter	500	1500
Gas main >= 400 mm (16”) diameter	1500	3000
Above ground regulator stations	1500	1500
BELL Telecommunications		
All buried infrastructure	500	1500
Above ground infrastructure	1000	3000
ROGERS Telecommunications		
All buried infrastructure	500	1500
Above ground infrastructure	1000	3000
ROAD		
Clearance from road, curb, sidewalks	1000	1000
Clearance from catchbasins	1000	1500
Above ground plant clearance from Traffic Signal Poles	1000	1500
Above ground plant clearance from Controller Boxes	1000	1500
Above ground plant clearance from Fire Hydrant	1000	3000
Buried plant clearance from Fire Hydrant (incl. lead & valve)	1000	3000
Water Supply		
Services	1000	1000
Mainline 100 mm - < = 400 mm diameter	1500	1500
Mainline >= 400 mm diameter	2000	2000
Valve Chamber	2000	2000
Storm Sewer (incl. CB & Subdrain)		
< 100 mm diameter	1000	1000
100 mm >= 750 mm diameter	1500	1500
>= 750 mm diameter	2000	2000
Maintenance Hole	2000	2000
Sanitary Sewer		
Services	1000	1000
Mainline 200 mm to <= 375 mm diameter	1500	1500
Mainline >=375 mm diameter	2000	2000
Maintenance Hole	2000	2000