



Wilmot TOWNSHIP OF

**MUNICIPAL CONSENT
REQUIREMENTS MANUAL**

TABLE OF CONTENTS

1.0 INTRODUCTION 5

2.0 ORDER OF PRECEDENCE 5

3.0 DEFINITIONS..... 5

4.0 GENERAL REQUIREMENTS 6

5.0 WORK PERMITTED WITHOUT MC..... 6

5.1 Emergency Work 7

5.2 Service Drops 7

6.0 RIGHT OF WAY WORK PERMITS..... 7

7.0 IDENTIFICATION OF CAPITAL WORKS AND PLANNING..... 7

8.0 MUNICIPAL CONSENT APPLICATION..... 8

8.1 Submission Package Requirements..... 8

8.2 Application Drawings Requirements..... 8

8.3 Pre-Application Review 9

8.4 Changes to the Approval..... 9

8.5 Projects with Multiple Drawings 9

8.6 Cancelled Projects..... 10

8.7 Incomplete or Non-Approved Applications..... 10

8.8 Circulation and Sign-Offs..... 10

8.9 Application Review Period..... 10

9.0 APPROVAL PROCEDURES 11

9.1 Review of Applications for Work in or under New Road Surfaces 11

9.2 Disputes 11

10.0 DESIGN GUIDELINES 11

10.1 Alignments 12

10.2 Roadway Crossing..... 12

10.3 Clearance from Other Plant..... 12

10.4 Depth of Cover 12

10.5 Structures with Surface Access 12

10.6 Common Trenches 13

10.7 Above-Ground Plant..... 13

11.0 INSTALLATION ON TOWNSHIP OWNED LANDS..... 13

12.0 REGULATORY AUTHORITY APPROVALS 13

13.0 IDENTIFICATION OF PLANT..... 13

14.0 ABANDONED/DECOMMISSIONED PLANT..... 14

14.1 Pole Replacement.....	14
15.0 INSPECTION.....	14
16.0 NON-COMPLIANT INSTALLATIONS	14
17.0 DOCUMENTS REQUIRED ON-SITE.....	14
18.0 NOTIFICATION OF THE LOCATION OF UNIDENTIFIED PLANT.....	15
19.0 TRENCHLESS INSTALLATIONS	15
20.0 BACKFILL AND RESTORATION.....	15
21.0 AS-CONSTRUCTED DRAWINGS.....	15
22.0 SECURITY DEPOSIT	16
23.0 MUNICIPAL CONSENT FEES	16
23.1 Application Fee.....	16
23.2 Construction Review Fee	16
24.0 OTHER CONSIDERATIONS	16
25.0 TOWNSHIP OWNED INFRASTRUCTURE/JOINT USE AGREEMENTS.....	17

1.0 INTRODUCTION

A Municipal Consent is the municipal authorization for a utility company, and/or corporation, to occupy a specific location above or below ground within the Township rights-of-way. Standard utility corridors and alignments have been established to avoid conflicts in the planning of projects by various utilities occupying the Township's rights-of-way 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 right-of-way as established through legislation, terms of an Agreement with the Township, or a Municipal Access Agreement.

All utility work, with a few exceptions, within rights-of-way requires Municipal Consent (MC) and a Right-of-Way Work Permit (ROWP) from the Township's Public Work and Engineering Department, with the exception of Emergency Works. A ROWP for utility works will not be granted until MC is granted by the Public Works and Engineering Department. 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 Requirement Manual.

The approval of a MC is valid for a period of one year from the date of issuance. If the work is not completed in its entirety within the one-year period, the Applicant must reapply for consent to locate the remaining work within the right-of-way.

2.0 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:

1. Federal and Provincial legislation, including Municipal Access Agreements (MAA) and Franchise Agreements.
2. Township of Wilmot By-Laws
3. Municipal Consent Acceptance
4. Municipal Consent Manual
5. Township Infrastructure Manual

3.0 DEFINITIONS

"Applicant" means any utility company, commission, agency, municipal department or private party applying for Municipal Consent to gain acceptance for the placement of apparatus within the Township of Wilmot'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 but not limited to a broken watermain, gas line break or damaged hydro lines.

“Municipal Consent” means the approval of a comprehensive submission which involves a formal drawing submission on the placement of apparatus within the Township’s road allowance which has been approved by the Township Public Works and Engineering Department. “Municipal Consent” does not allow work to take place on the Right of Way of any Township Roads.

“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.

“Right of Way Work Permit” means a permit issued by the Township of Wilmot’s Public Works and Engineering Department for the purpose of Authorizing the commencement of all work taking place within the Township road allowance.

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

4.0 GENERAL REQUIREMENTS

In making an application for an installation within the road allowance, the applicant must agree to the following, but not limited to:

- If the work arising out of an application does not commence within six (6) months of the issuance of the consent, the applicant will be required to apply for an extension of the municipal consent;
- A ROWP must be issued prior to the commencement of work on the Township Road Allowance; and
- The applicant shall provide as-constructed or as-recorded drawings of the completed work to the Public Works and Engineering Department, as set out in this document and / or the attached covering acceptance letter for the Municipal Consent.

5.0 WORK PERMITTED WITHOUT MC

The following types of work require only a ROWP:

- Emergency work required to maintain or restore existing service;
- Exploratory work to investigate existing Plant condition;

All other types of work require both a MC and a ROWP including:

- installing new plant
- Repair of existing Plant (same horizontal and vertical location);
- making additions or upgrades/alterations to existing plant
- excavating, trenchless work within the right-of way

- Any service drop not requiring the removal, relocation or alteration of any adjacent infrastructure. Service drops crossing the pavement structure shall conform to the requirements of a long service drop. Wherever possible, services and service connection to property line shall be designed and constructed directly in front of the customer being serviced, perpendicular to the roadway. Service drops shall not be a Temporary Connection, nor of a length greater than one (1) metre within the Service Corridor

5.1 Emergency Work

Emergency work is permitted prior to submission of a ROWP Application. The completed ROWP Application must be submitted to the Public Works and Engineering Department on the same day the work is commenced, or if the Township offices are closed, no later than the start of the next working day. If the installation of new or additional plant is required for the emergency repair, a MC Application must be submitted to the Public Works and Engineering Department within 5 business days of the work commencement.

5.2 Service Drops

A ROWP must be obtained from the Engineering Department prior to installing any service drop. Wherever possible, services and service connection to property line shall be designed and constructed directly in front of the customer being serviced, perpendicular to the roadway.

6.0 RIGHT OF WAY WORK PERMITS

Prior to the commencement of work on the Right-of-Way, a ROWP is to be obtained from the Public Works and Engineering Department. The issuance of a ROWP to make an installation within the right-of-way 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 commencing any installation. As a condition of the ROWP the Applicant may be required to agree to notify, in writing, all existing property owners within the limits of the proposed work. The notice shall include but not limited to a description and rationale for the work, approximate start date, duration of the work, any access restrictions and service interruptions, and provide contact information.

7.0 IDENTIFICATION OF CAPITAL WORKS AND BUDGET PLANNING

All utility companies, commissions, agencies and private Applicants which have the authority to construct, operate and maintain plant within the right-of-way shall submit a forecasted capital projects schedule on an annual basis to the Public Works and Engineering Department as outlined within the terms of the Municipal Access Agreement, Franchise Agreement, or as requested. The schedule will be used to coordinate forecasted capital projects with the Township of Wilmot projects. The Applicant shall use the similar project references, where feasibly, from the forecasted capital projects schedule to the MC form to assist in coordinating review with Township capital projects.

8.0 MUNICIPAL CONSENT APPLICATION

Applications for MC shall be made on the standard MC Application Form on the Township’s website. The MC Application Form shall be completed in its entirety and be submitted to the address below;

Attention; Engineering Technician
Engineering Department
60 Snyder’s Road West
Baden, ON N3A 1A1
engineering@wilmot.ca
(519) 634 8444 Ext. 250

8.1 Submission Package Requirements

The submission package shall include but not limited to:

- One copy of the application form, completed in its entirety.
- One copy of the detailed design drawings, prepared in accordance with the requirements identified in this document.
- One copy of the required sign-offs from impacted parties, where applicable.
- Full fees, where applicable.

8.2 Application Drawings Requirements

- The scale of the design drawings shall be in accordance with the guidelines outlined in Table 1 Guidelines for Drawing Scale and Units.
- The maximum size of any application drawing shall be ARCH D (610mm × 914mm). The minimum size of any application drawing shall be LETTER (216mm x 279 mm).

Density of Existing 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, but not limited to, shall be accurately shown on the application drawings:

- Direction North Arrow, Legend, and Scale;
- Street Names and Municipal Address;

- Property Lines, Right-of-way Limits and Easement Limits;
- Driveways, Edge of Pavement, and Curbs;
- Guide Rail or Cable, Sidewalks, Fencing, Mature Trees with Dripline; Hydro Poles
- Outlines of adjacent surface and subsurface structures; including diameter and flow direction of pipes if applicable. 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 proposed work or is located less than the minimum clearance distances specified in Appendix 'A';
- Location and Depth of Ditches;
- Description, Location and Dimensions of Existing Adjacent Plant;
- Description, Location and Dimensions of Proposed Plant;
- Show property lines and all private features 15 metres from property line;
- All references to utility depths shall be based on geodetic elevations (See Infrastructure Standards Specification Manual);
- 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;
- All dimensions pertaining to the location existing and proposed Plant shall be referenced to the current and/or proposed property lines or Right-of-way limits;
- The drawing shall be greyscale with bold distinct line types to distinguish between types of proposed plant (ie. EP, C/G, SAN, WM, STM, HP).

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

8.3 Pre-Application Review

To avoid the need for redesigns and resubmissions, and to reduce review time, the reviewer will, if necessary, within a reasonable time and at a cost to the Applicant, attend one site meeting and conduct a preliminary review of the proposal before the Applicant finalizes the design and submits the MC Application.

8.4 Changes to the Approval

Any request for changes to an accepted MC drawing must be reviewed and accepted by the Public Works and Engineering Department. Depending on the nature and extent of the requested change, the Applicant may be required to:

- meet with the public Works and Engineering Department in the field to review the proposed change
- submit, in writing, an explanation of the proposed change
- submit a revised drawing highlighting the proposed change
- obtain sign-off from adjacent owners of affected above ground plant (if applicable)

8.5 Projects with Multiple Drawing

The Applicant may choose to 'bundle' several drawings together as a single application for projects which involve continuous Plant installation over large distances. An application being a request for a Municipal Consent for work of a continuous nature (no more than one hundred (100) meters apart) on the Right-of-Way. For clarity, a separate application and Municipal Consent will be required for any work not within one hundred (100) meters of the initial Work being undertaken.

For larger plant upgrade projects the fee for applications with multiple drawings is subject to the discretion of the Engineering Department. In the absence of any specific instructions, the application will be reviewed as a whole with all drawings being accepted simultaneously or all drawings being declined.

8.6 Cancelled Projects

The Public Works and Engineering Department must be notified of any cancelled projects for which a MC Application has been submitted or a MC has been issued.

8.7 Incomplete or Non-Approved Applications

MC Applications that are not in strict conformance with the MC Requirements, particularly with regards to the drawing standards, will not be accepted. Applications submitted without the full MC fee will not be reviewed until the full MC fee is received. In the event the application is not accepted, the Applicant will be contacted by the Public Works and Engineering Department via e-mail to the address specified on the application. The Applicant will be advised of the general deficiencies of the application. If the Applicant does not address the deficiencies identified within two months time, the application form will be returned to the Applicant together with a covering letter from the Public Works and Engineering Department indicating that a new application is required and any fees have been forfeited and additional resubmission fees are required.

8.8 Circulation and Sign-Offs

Prior to submitting an application, the Applicant is advised to circulate drawings of their proposed work to all utility companies, agencies and commissions that may be impacted by the work. The following should be considered if circulated:

- Marked up the Applicant's drawing or provided the Applicant with an up-to-date location certificate of that party's infrastructure within the limits of the proposed work.
- Communicated all its requirements to the Applicant; including plant support requirements, 3rd party inspections, separation requirements etc.
- Does not object to the proposed work as described in the application.
- Investigated and declined a joint-build venture with the Applicant.

8.9 Application Review Period

Applications shall be submitted to the Engineering Department at least 30 business days prior to the planned date of commencing the work. The date of application will be the date on which the complete and compliant application is received by the Public Works and Engineering Department. Applications will normally be processed within 20 business days. The time required for review will vary depending on the nature, size and complexity of the proposed work and the completeness and clarity of the application form and drawings as well as staff resources and workload.

9.0 ACCEPTANCE PROCEDURES

Upon completion of the MC application review, a copy of the accepted application will be emailed to the Applicants address as listed on the application. The issuance of a MC by the Township of Wilmot does not relieve the Applicant of the responsibility to ensure that the notification requirements of the procedures manual are properly carried out and that the appropriate locates, insurances and clearances etc. are obtained prior to acquiring an ROWP and commencing the installation of the proposed work.

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

To ensure the long-term sustainability of the Township's infrastructure, the Township dictates a moratorium on all new or recently reconstructed streets. The moratorium ensures that the integrity of the pavement structure is protected and also serves to minimize the disruptions and inconvenience to the public resulting from repeated construction activity. In the event an application is received for work in or under any infrastructure that is 15 years old or less, the Public Works and Engineering Department shall undertake a comprehensive review of the proposed working area, type and methods of construction to mitigate the potential negative impacts. This includes construction or reconstruction of roads, curbs, sidewalks, and boulevards, full resurfacing of streets including base repairs. The comprehensive review shall include a meeting with the Applicant to discuss the following without limitations:

- Alternative means of meeting the Applicant's servicing objectives by investigating alternate routes, evaluation of existing conduit, reactivation of abandoned Plant, utilization of abandoned conduits, trenchless technologies, etc.;
- Provide justification for proposed methods of installation if deemed harmful to the new pavement structure;
- Roadway restoration details;
- Additional costs for work in a newly constructed corridor.

9.2 Disputes

In the event of any dispute regarding the review of a specific application, the Director of Public Works & Engineering shall make the final determination.

10.0 DESIGN GUIDELINES

10.1 Alignments

Installation of plant shall follow the alignments shown in the Township of Wilmot Standard Drawings; or at the discretion of the Township. The Township, in its sole discretion, may direct the Applicant to propose an alternate alignment if, in the opinion of the Public Works and Engineering Department, the proposed alignment is not in the best interests of the efficient and organized usage of the Right-of-way.

10.2 Roadway Crossing

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

10.3 Clearance from Other Plant

Horizontal and vertical clearances shall meet standard vertical and horizontal clearances and / or 3rd party requirements/standards at the discretion of the Public Works and Engineering Department. The indicated clearances are minimums and shall be interpreted to be measured from the outermost edge of the existing Plant to the outermost edge of the proposed Plant. Any encasement, steel plating or other non-excavateable material shall be considered to be part of the proposed Plant and must meet the required clearance from existing Plant. Exemptions from the minimum clearances may be accepted, at the discretion of the affected Plant owners and with the acceptance of the Public Works and Engineering Department. As a minimum, any application for exemption will require written consent from the affected Plant owners giving explicit permission for the Applicant to reduce the clearance. To ensure the acceptability of the proposed reduction in clearance, the Applicant may be required to submit a suitably scaled detailed drawing identifying the existing and proposed Plant clearances.

10.4 Depth of Cover

The depth of cover for all installations within the boulevard shall be a minimum of 1.0 metre below the lowest elevation of either the centreline of trench or the centreline of roadway. The depth of cover for all installations within the pavement structure shall be a minimum of 1.0 metre below the lowest elevation of either the centreline of trench or the centreline of roadway. The depths listed are minimums. 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 sole discretion of the Public Works and Engineering Department. Where an Applicant demonstrates that the depth requirements cannot be met, exceptions may be accepted on a case-by-case basis. Applicants should contact the Public Works and Engineering Department for such an exemption at the planning stage of their project, prior to submission of a MC Application. Under no circumstances shall Plant be installed shallower than the minimum depths indicated without specific written consent from the Public Works and Engineering Department. For buried structures, including, but not limited to, vaults and chambers, the top of the structure shall conform to the minimum depths described above. Where such a structure requires access, it shall be designed so that only the access protrudes to the surface.

10.5 Structures with Surface Access

Any new buried structures which have surface access, with the exception of vaults where the structure roof is monolithic and flush with the surrounding finish grade shall be constructed with the ability for fine adjustment of their elevation to accommodate future changes to surface grading and structurally

designed for highway traffic loading. Structures may not be in sidewalks / asphalt trails. If any settlement occurs the utility company shall repair.

10.6 Common Trenches

To make effective use of the limited space in the right-of-way, the Public Works and Engineering Department may request that utility companies planning installations in close proximity to one another, or to service the same customer, enter into an agreement to share a common trench. Where the parties have agreed to construct in a common trench, one of the utility companies shall be designated as the Applicant for purposes of obtaining a MC, adherence to permit conditions, completion of restoration, billing process, and submission of as-constructed drawings. Common trenches shall be clearly identified, including the names of all participating utility companies, on both the application and the drawings.

10.7 Above-Ground Plant

Applications for work that include an above-ground Plant shall include consideration to reducing the negative visual impact to passing motorists, pedestrians and adjacent property owners while still allowing the Applicant to freely access and properly service the Plant and provide its services to its customers. Applications shall describe the proposed aesthetic treatment which will be reviewed by the Public Works and Engineering Department for suitability and potential impact. Examples of aesthetic treatments include, but are not limited to: placement in locations of minimal visual impact; landscaping around the Plant; painting the Plant; decorative covers; placement of Plant behind existing physical features. The Applicant shall be responsible for the maintenance of any material aesthetic treatment such as paint or coverings to the satisfaction of the Township of Wilmot as outlined within the terms of Municipal Access Agreements, and / or on a case by case basis. If the proposed location of the above ground Plant falls within the boundaries of a Board of Trade (BoT) area, the Applicant shall notify the BoT, in writing, and outline the nature of the work, clearly describing the size, appearance and location of the proposed above ground Plant. The notification must also include the Applicant's contact information. The Applicant is to ensure that any objections regarding the proposed Plant and its location are addressed prior to submitting the application. A copy of the notification shall be submitted with the application. Where a proposed above-ground installation or the proposed aesthetic treatment is not satisfactory, the Public Works and Engineering Department will provide the Applicant with a detailed written explanation of the reason for denial of the permit application.

11.0 INSTALLATION ON TOWNSHIP OWNED LANDS

Other than ROW's Installations on Township owned land other than streets require the prior approval of the department that has jurisdiction over that land. Any easement documents or licenses that may be required by the Engineering Department for work in these locations shall be submitted with the application.

12.0 REGULATORY AUTHORITY APPROVALS

The Township of Wilmot requires the Applicant to seek approvals from all other applicable regulatory authorities prior to submitting the MC application where applicable.

13.0 IDENTIFICATION OF PLANT

All proposed utility Plants with the exception of cables/conduit shall bear the name and contact of the owner and include such details on the submission drawings. The identification may be in the form of

stickers, imprints, tags, or other appropriate methods not to exceed 50 cm². Where pole bases are used, the Applicant shall specify on the submission drawing, each bay of sidewalk poured on top of the pole base to bear a stamp with the name of the pole owner and the text "Pole Base" as a warning that there is buried infrastructure below. Where the sidewalk is designed to be reinforced with rebar, the Applicant shall specify on the submission drawing to include a stamp with the wording 'Reinforced Bay'.

14.0 ABANDONED/DECOMMISSIONED PLANT

The Applicant shall clearly identify all proposed removal or abandonment of Plant on the drawing. As outlined within the terms of Municipal Access Agreements, Franchise Agreements or other Township requirements, the utility company shall continue to be responsible and liable for all abandoned Plant and any issues that arise as a result of that abandoned Plant until such time that it has been completely removed from the Right-of-Way to the satisfaction of the Public Works and Engineering Department. 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 information by the Township. During Township of Wilmot reconstruction projects, the Township, in its sole discretion, may direct the Applicant to specify complete removal of all existing Plant and to be replaced in coordination with the project.

14.1 Pole Replacement

To ensure the timely removal of redundant poles, 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 removal of existing pole and completion of restoration shall not exceed the term of the MC (12 months). The difference between the existing pole diameter and proposed pole diameter must be labeled.

15.0 INSPECTION

The Applicant shall contact the Public Works and Engineering Department's designated Engineering Technician specified by the Township of Wilmot MC and RWP prior to the start of works.

16.0 NON-COMPLIANT INSTALLATIONS

Should any construction begin that is not in strict compliance with the conditions of the permit and this document the permit may be cancelled at the sole discretion of the Engineering Department. Depending on the severity of the infraction, the issuance of new permits for some or all work by the same Applicant may be withheld or delayed, at the sole discretion of the Public Works and Engineering Department, until the infraction has been addressed by the Applicant to the satisfaction of the Public Works and Engineering Department. Where a Plant is found to be installed without a valid permit and/or in a location other than that approved by the Public works and Engineering Department, the Applicant may be required to remove the Plant immediately, at its own expense.

17.0 DOCUMENTS REQUIRED ON-SITE

The Applicant shall ensure that, as a minimum, copies of the following documents are kept on-site at all times and shall make these documents available for viewing immediately upon being requested to do so by the Public Works and Engineering Department or the Township of Wilmot Municipal By-Law Enforcement: • Approved MC and Approved Drawing(s) • Right-of-way Activity Permit • Notification to

adjacent residences and businesses, where applicable • Notification to BoT, where applicable • Any documents required to be kept on-site under legislation.

18.0 NOTIFICATION OF THE LOCATION OF UNIDENTIFIED PLANT

The Applicant shall immediately notify the Public Works and Engineering Department of any Plant encountered during the course of excavation which was not identified in any of the pre-construction circulations or locates. The Applicant shall contact all other utility companies and make an effort to determine the owner of the unidentified Plant. The Applicant shall include the location, depth, size and material of the unknown Plant, clearly labelled as unidentified existing Plant on the as-constructed drawings submitted for that project.

19.0 TRENCHLESS INSTALLATIONS

Where the work is being undertaken using trenchless installation methods, preservation and protection of existing Plant shall be according to Best Management Practices, 3rd party requirements, or Ontario Provincial Standard Specifications and/or plant utility owner specifications. Minimum horizontal and vertical clearances to existing Plant as specified in Appendix "A" shall be maintained. Clearances shall be measured from the nearest edge of the largest back reamer required to the nearest edge of the facility being paralleled or crossed. Existing underground Plant shall be exposed to verify its horizontal and vertical locations when the bore path comes within 1.0 m horizontally or vertically of the existing facility. Existing Plant shall be exposed by non-destructive methods. The number of pilot holes required to monitor work progress and the proposed location of such pilot holes should be clearly depicted on the application drawing. All pilot holes and any other damage to the street infrastructure shall be restored as per the requirements of ROWP and / or MC acceptance letter, other Township Bylaws, infrastructure Standards, etc.

20.0 BACKFILL AND RESTORATION

Backfilling and restoration shall be carried out in accordance with the conditions of ROWP, MC acceptance letter and / or Engineering Manual, etc.. All restoration shall be completed at the expense of the Applicant.

21.0 AS-CONSTRUCTED/AS-RECORDED DRAWINGS

The Applicant shall submit within 90 days of project completion, as-constructed/as-recorded drawings in PDF and AutoCAD DWG format to the Engineering Department as per the amended version of CSA S250-16. As-constructed submissions shall record accurate installation information and include a cover letter that contains, as a minimum but not limited to, the following:

- Applicant's Name;
- Contractor's Name (where applicable);
- Name of the Project;
- Utility and Township Permit Number;
- Date of Start of Construction;
- Date of Completion of Construction;
- Date of Inspection by Township Engineering Technician;
- Location description and key map;
- Start of warranty date;
- End of warranty date;

- Road Cut/Exploratory Pit pavement degradation in m²;
- Be certified by a qualified person
- Include the certification noted as follows:

I CERTIFY THAT THIS LOCATION CERTIFICATE DEPICTS THE LOCATION AND CONTENT OF THE CONSTRUCTED PLANT IN ACCORDANCE WITH THE TOWNSHIP OF WILMOT'S MC REQUIREMENTS

If the Applicant does not submit a compliant as-constructed drawing within 90 days of project completion, the Public Works and Engineering Department may, in its sole discretion, arrange for a locator and survey crew to identify, locate and prepare a drawing accurately depicting the location of the Applicant's Plant. All costs associated with this work shall be charged to the Applicant, or deducted from the LC or security deposit. The issuance of new permits may be withheld or delayed, at the sole discretion of the Public Works and Engineering Department, until the required as-constructed drawings have been submitted.

The submitted as-constructed drawings may be used for management of the Right-of-Way and for future information designs. In the event that the actual constructed Plant location differs from that shown on the as-constructed drawing, the Applicant will be held 100 percent responsible, and shall absolve all other occupiers of the street of any responsibility for all damages, liabilities, relocation costs, redesign costs and subsequent delay costs resulting from the Applicant's failure to provide an accurate as-constructed drawing.

22.0 SECURITY DEPOSIT

The Public Works and Engineering Department shall be satisfied that the Applicant has posted sufficient security with the Township of Wilmot as outlined within the terms of Municipal Access Agreements, Franchise Agreements or other Township requirements or as an individual security deposit, to guarantee the performance by the Applicant of its obligations in connection with the proposed work prior to granting acceptance for the MC.

23.0 MUNICIPAL CONSENT / RIGHT OF WAY WORK PERMIT FEES

23.1 Application Fee

The fee for MC Applications and Right of Way work permit shall be in accordance with the Fees and Charges By-Law, per individual application. Applications with multiple drawings or extensive work shall be determined at the discretion of the Public Works and Engineering Department standard practice.

23.2 Construction Fees

If required at the discretion of the Public Works and Engineering Department, Construction fees may be required by the Township. The fee for MC Construction fees shall be in accordance with the current Fees and Charges By-law, (Pavement degradation, inspection, securities, etc) and will be estimated based on hourly rates for staff, vehicles and administrative fees. The fee will be estimated at the time of the MC review and will be required prior to MC acceptance is granted.

24.0 OTHER CONSIDERATIONS

The Applicant shall comply with all applicable Legislation, Township and Region By-Laws, Township Infrastructure Standards and Specifications, including but not limited to:

- Telecommunications Act
- Rulings by the Canadian Radio-television and Telecommunications Commission (CRTC)
- Rulings by the Ontario Energy Board (OEB)
- Right-of-way Work Permit Procedure
- By-laws
- Tree Protection and Preservation

25.0 TOWNSHIP OWNED INFRASTRUCTURE/JOINT USE AGREEMENTS

When the proposed works involves the removal or the replacement of a utility pole that is being utilized for Township of Wilmot infrastructure including but not limited to Street Lighting, Parking Signs, and Public Information Signs, the Applicant shall coordinate with the Public Works and Engineering Department for removal and replacement of the Township Owned infrastructure prior to submitting the application. The Applicant shall identify all Township Owned infrastructures being removed or relocated on the application drawing.

APPENDIX A – RIGHT OF WAY WORK PERMIT FORM

Link - [Right-of-WayROW-Work-Permit-Application-Form.pdf \(wilmot.ca\)](#)