

Town of Oakville

Municipal Consent (MC) Guidelines

Introduction

Municipal Consent (MC) with or without conditions is the municipal authorization by the Director of Engineering for a utility company to occupy a specific location within the town's rights-of-way.

Consequently, all applications (meeting the criteria and application requirements indicated below) are reviewed with consideration to their impact on vehicular and pedestrian transportation networks, existing utility plant and streetscape. It is important that these objectives are taken into consideration in the planning and design of all work being proposed and carried out within the municipal right-of-way. Standard utility corridors and alignments within the ROW have been established to best facilitate good project planning and to minimize the impact of proposed work on adjacent infrastructure. In established areas of Oakville, standard location offsets may not be feasible and works will be required to be evaluated in consultation with the potentially affected OUCC members.

Municipal Consents are only issued to utility companies, commissions, agencies and who have the authority to construct, operate and maintain their infrastructure within the right-of-way as established through legislation or terms of a Municipal Access Agreement (MAA).

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. Town of Oakville Bylaws
3. Municipal Consent (MC)
4. Road Cut Permit and conditions

Objectives

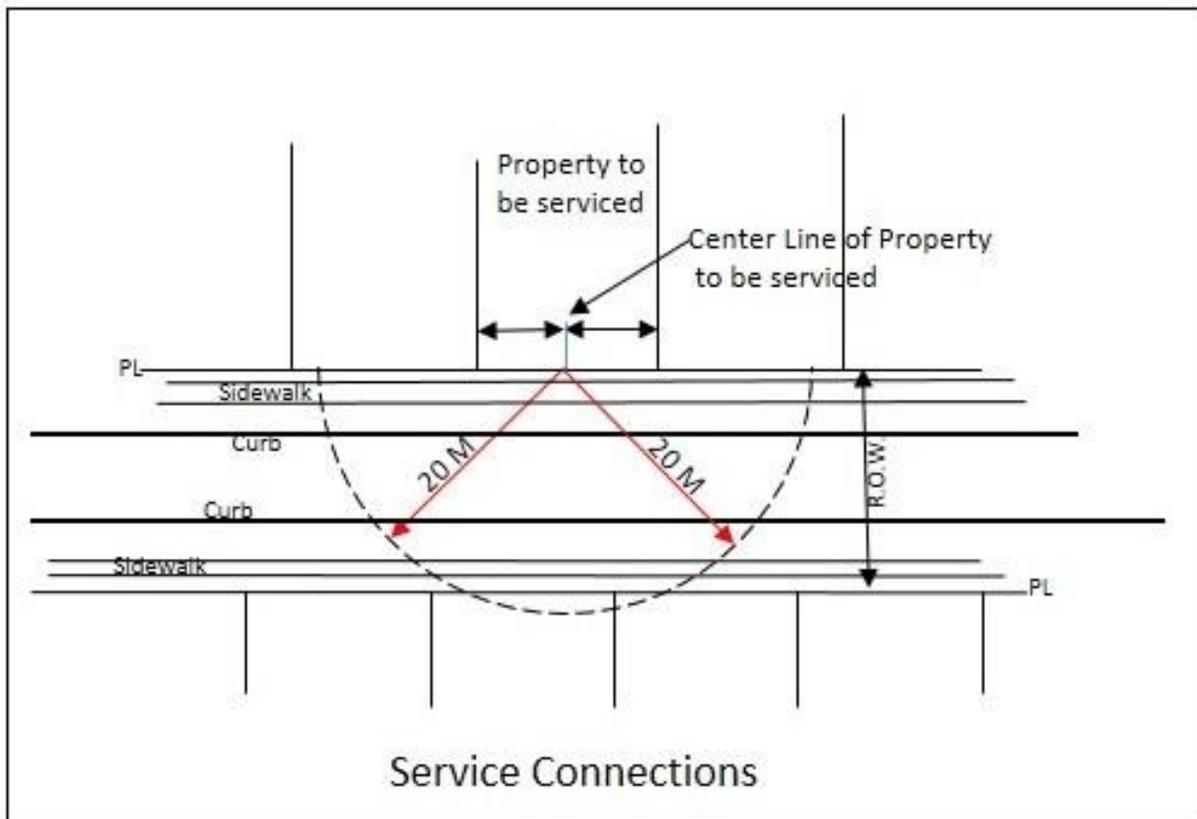
The Municipal Consents (MC) provide for the efficient review of applications pertaining to location requirements for utility installations within the Town of Oakville rights-of-ways.

Adherence to the requirements is intended to protect the interests of the Town of Oakville, utility agencies and the community.

Work Permitted

The following types of works do not require an MC:

1. Replacement/ repair of existing plant with the same size and same location (both vertically and horizontally)
2. New/ repaired service connections from main line to private property, so long as the mainline connection point is within 20m radius of the midpoint of the lot to be serviced
3. Works to overhead plant that do not propose any cuts. A TSO permit may be required.
4. Emergency works. (as defined and processed below)



All other types of works including the following require an MC:

1. Any new main line installation, extension and/or above ground appurtenance.
2. Any service connections exceeding the limitation set out above.

Emergency Work

Emergency work can proceed prior to submission of a MC or a Road Cut Permit. A completed Road cut permit must be submitted within 24 hours detailing the nature and limits of the work. If the installation of new or additional plant is required for the emergency repair, a MC Application must be submitted to the Engineering and Construction Department within 5 business days of the work commencement. Notwithstanding the above, in the event of an emergency, the Town of Oakville, may take appropriate measures determined necessary, by the Director (or his designate) to re-establish a safe environment. The town's costs associated in working around the plant shall be charged back to the utility.

Approval Procedures

Upon completion of the MC application review, a copy of the approved application with conditions will be emailed to the Applicant as listed on the application. The issuance of a MC by the Town of Oakville does not relieve the Applicant of the responsibility to secure a road cut permit and ensure that the notification requirements of this procedures manual are properly carried out and that the appropriate locates and clearances are obtained prior to commencing the installation of the proposed work.

As one of the conditions of the MC approval, the Applicant agrees to notify, in writing a minimum of ten (10) business days prior to undertaking the work, all existing property owners within the limits of the proposed work. The notice shall include a description and rationale for the work, approximate start date, duration of the work, any access restrictions and service interruptions, and provide contact information. A copy of the notice is to be submitted to the Town as a condition of the MC and prior to issuance of the Road Cut approval.

Road Cut Permits

Prior to the commencement of any physical work within the ROW, a Road Cut Permit or TSO is to be obtained from the Development Engineering Department. The drawing submitted for MC in addition to any further detail drawings (traffic management plan, pedestrian routing plan, siltation controls, tree protection, etc.) shall accompany the Road Cut Permit Application along with the appropriate fee. The Road Cut permit will normally be processed within 5 working days of receipt. The issuance of a Road Cut Permit to carry out an installation within the ROW requires 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.

Municipal Consent Application

Applications for MC shall be made on the MC Application Form. The MC Application Form shall be completed and be submitted with the following:

Submission Package Requirements

- a) MC fee – variable fee (invoiced to respective applicant)
- b) Application form and cover letter

- c) One electronic copy of the detailed design drawings, prepared in accordance with the requirements identified in this document.
- d) Electronic copy of the required sign-offs from impacted parties.

The application is to be emailed to:

engconstrequests@oakville.ca

Attention: Municipal Access Coordinator

Fee

There is a charge of \$298/street for a municipal review to be completed. Please remit payment to engconstrequests@oakville.ca

Drawing Submission Requirements

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

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

- 1. Direction North Arrow, Legend, and Scale;
- 2. Street Names and Municipal Address and adjoining addresses;
- 3. Property Lines, Right-of-way Limits and Easement Limits;
- 4. Driveways, Edge of Pavement, and Curbs;
- 5. Guide Rail or Cable, Sidewalks, Fencing, Trees with Dripline;
- 6. Outlines of adjacent surface and subsurface structures. 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.;
- 7. Location and Depth of Ditches;
- 8. Description, Location and Dimensions of Existing Adjacent Plant;
- 9. Description, Location and Dimensions of Proposed Plant;
- 10. All references to utility depths shall be based on geodetic elevations;
- 11. Location of all other Utilities including utility furniture (i.e. pedestals, transformers, etc.)with respect to existing location of their Plant, location of proposed Plant by the Applicant and no conflict with future undertakings;
- 12. 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;
- 13. The drawing shall be greyscale with bold distinct line types to distinguish between types of proposed, existing and abandoned plant.

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

Definitions

“Applicant” means any utility company, commission or agency applying for MC to gain approval for the placement of plant within the right-of-way.

“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 main break or damaged hydro lines etc.

“Excavation Permit”, also known as **“Road Cut Permit”** means a required permit with specific requirements and standards to carry out the act of constructing, digging, cutting, etc. any portion of the municipal right-of way. This permit is required in addition to any MC approval.

“Fee” means payment as identified in the Town of Oakville’s Rates and Fees By-Law as updated yearly. This document is available on the Town of Oakville’s website.

“Municipal Consent” means the permission to install plant within a specific location in the Town’s right-of-way. The process involves a formal drawing submission on the placement of apparatus which has been approved by the Town of Oakville’s Engineering and Construction Department.

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

“Right-of-way or ROW” means the surface of, as well as the spaces above and below public Right-of-ways.

“Service Connection” 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 designed to extend to multiple customers.

“Temporary Street Occupation (TSO)” means to make use of the municipal ROW to; park commercial vehicles, cranes and equipment (rubber tired or tracked), store materials, place disposal bins, install hoarding or shoring for a defined period of time.

“Work” means the installation, maintenance, repair, replacement, extension or operation of any Plant in the Right-of-way.

June 1, 2017