



# Municipal Consent Guidelines



## VERSIONS

<b>Version</b>	<b>Date</b>
1.0	August 19, 2024

The Town of Innisfil is committed to public transparency and open communication. In this spirit, the Municipal Consent Guidelines are accessible through the Town of Innisfil website. If an alternative format is required, please contact [communications@innisfil.ca](mailto:communications@innisfil.ca)

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# 1. GENERAL

## 1.1 INTRODUCTION

A Municipal Consent (MC) *Permit* is the municipality's first step in approving the installation or relocation of utility infrastructure within the Town of Innisfil's Right-of-way (ROW). Standard utility corridors and alignments have been established to avoid conflicts in the planning of projects within Town ROWs that may impact adjacent, or future, infrastructure.

Municipal Consent Permits 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 the applicable legislation listed in [section 1.3](#).

As an important note, all work within the Town's ROW will require a Right-of-way Activity Permit (RAP). For utility placement and relocation, a Municipal Consent Permit from the Town is also required, with some exceptions. Where Municipal Consent is required in addition to an RAP, the **RAP will not be granted until MC has been approved.**

The approval of a Municipal Consent Permit is valid for a period of one (1) year from the date of issuance. If the proposed work is not completed, in its entirety, within the one (1) year period, the applicant must reapply for consent to complete the remaining work within the ROW.

The objective of the Municipal Consent Guidelines is to assist the applicant in the submission of their application and to provide consistent permitting expectations for utility infrastructure on the ROW. Should you have questions about the Municipal Consent process, please connect with our Operations team by emailing us at [roadspermits@innisfil.ca](mailto:roadspermits@innisfil.ca).

## 1.2. TOWN OF INNISFIL DESIGN STANDARDS AND MINIMUM OFFSET

In the event of any inconsistency or conflict with the contents of the following document and other legislation, by-laws, or policies, 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 Innisfil By-laws
- Town of Innisfil Engineering Design Standards
- Municipal Consent Permit Staff Notes/Directions
- Municipal Consent Guidelines

### 1.3. APPLICABLE LEGISLATION

This guideline is not meant to limit the obligations that any party must comply with any other applicable law, including, but not limited to, the latest versions of:

- Municipal Act, RSO 2001
- The Building Broadband Faster Act, 2021 (BBFA)
- The Ontario Energy Board Act, 1998 (OEBA)
- Ontario Regulation 22/04 (Electrical Distribution Safety) made pursuant to the Electricity Act, 1998
- Canadian Standards Association C22.3 No. 1-15 for Electrical Distribution Safety regulation overhead distribution lines as amended from time to time
- Canadian Standards Association C22.3 No. 7-15 for Electrical Distribution Safety regulation underground systems as amended from time to time
- Occupational Health and Safety Act (OHSA) and Regulations
- Ontario Regulation 164/99 (Electrical Safety Code) made pursuant to the Electricity Act, 1998 (“Ontario Electrical Safety Code” or “OESC”)
- Ontario Underground Infrastructure Notification System Act, 2012 (One Call Act)
- Public Service Works on Highway Acts, RSO 1999 c. P. 49

### 1.4 DEFINITIONS

**“Applicant”** means any utility company, commission, agency, or private party applying for MC to gain approval for the placement of a *Plant* within the *Right-of-way*.

**“Emergency Work”** means *Work* that must be completed immediately because health, safety, or the provision of an essential service is endangered. This *Emergency Work* could result from a broken watermain, gas main break, or damaged hydro lines etc.

**“Municipal Consent”** (MC) means permission from the Town of Innisfil to complete the proposed *Work* to install a *Plant* on a specific location in the Town’s Right-of-way. The process involves submitting a formal drawing that depicts the location of the *Plant*, is reviewed and approved by the Town of Innisfil’s Engineering and Operations Departments, and receives an appropriate permit from the Town.

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

**“Right-of-way”** (ROW) means the surface of, as well as the spaces above and below public *Rights-of-way*.

**“Right-of-way Activity Permit”** (RAP) means a permit issued by the Operations Department for the purpose of authorizing the commencement of all *Work* taking place within the *Right-of-way*. These permits are also referred to as Road Occupancy Permits (ROP).

**“Service Drop”** means a section of the *Plant* that, by its design, capacity, and relationship to the overall *Plant*, is for the sole purpose of connecting the *Plant* to a single customer or building. It shall not include *Plants* designed to extend to multiple customers.

**“Work”** means the installation, maintenance, repair, replacement, extension, or operation of any *Plant* in the *Right-of-way* as outlined within the approved *Municipal Consent* permit.

## 2. Determining Permit Requirements

Below are general examples of the types of *Work* that a utility company may propose on the ROW. This is not an exhaustive list. Should an applicant be unsure if their proposed *Work* requires an MC, they should email [roadspermits@innisfil.ca](mailto:roadspermits@innisfil.ca) to inquire.

<b>Both MC &amp; RAP Permits Required</b>	<b>Only RAP Permit Required</b>
Installing new <i>Plant</i>	<i>Emergency Work</i> required to maintain or restore existing service

Making additions or upgrades/alterations to the existing <i>Plant</i>	Repair of existing <i>Plant</i> (same horizontal and vertical location)
Excavating, directional boring, and/or drilling within the ROW	Exploratory <i>Work</i> to investigate existing <i>Plant</i> condition
<i>Emergency Work</i> that include work listed above	<i>Service Drops</i> not requiring the removal, relocation, or change in any existing infrastructure *

\* *Service drops* crossing the pavement structure shall conform to the requirements of a long *Service Drop* as described in [section 2.2](#).

## 2.1. EMERGENCY WORK

*Emergency Work* is permitted to start prior to submission of a *Right-of-way Activity Permit Application*, as outlined in the Roads By-law 073-19. The completed RAP application for the *Work* must then be submitted to the Town on the same day the *Work* is commenced. If the *Emergency Work* occurs after the Town's Business Hours, the application should be received no later than the start of the next business day.

However, if the installation of new or additional *Plant* is required for the emergency repair, a MC Application must be submitted to the Engineering and Operations Departments within 5 business days of the commencement of the *Work*.

## 2.2. LONG SERVICE DROPS

Often *Service Drops* will only require a ROP; however, gas service size shall be no greater than 2 inches (50.8mm) in diameter or a MC will be required. Wherever possible, services and service connections to property lines shall be designed and constructed directly in front of the customer being serviced, perpendicular to the roadway.

## 3. IDENTIFICATION OF CAPITAL WORK AND PLANNING



It is recommended that all utility companies, commissions, agencies, and private *Applicants* which have the authority to construct, operate and maintain a *Plant* within the ROW shall submit a forecasted schedule to the Engineering and Operations Departments to aid in the capital work and planning processes.

## 4. MUNICIPAL CONSENT APPLICATION

Applications for MC shall be completed in its entirety and be submitted online at <https://eservices.innisfil.ca/municipalConsent>.

Payment of the base permit fees is required at the time of submission and covers the basic administrative costs of permit review and issuance. Additional fees may be required for large or lengthy reviews by our Operations and Engineering teams. Fees are subject to change annually and are outlined in the Town's [Fees and Charges By-law](#).

### 4.1. SUBMISSION PACKAGE REQUIREMENTS

The submission package shall include:

- An application form completed in its entirety.
- Detailed design drawings, prepared in accordance with the requirements identified in [section 4.2](#).
- The contact information of the project manager or project lead.
- The name of the contracting company (if known) who will be completing the on-site *Work* along with their direct contact information.
- Name and contact information to direct any additional permit fees to, if they are incurred.
- Permit Fee.

### 4.2. APPLICATION DRAWINGS REQUIREMENTS

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

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

- Property Lines, *Right-of-way* Limits, and Easement Limits;
- Driveways, Edge of Pavement, and Curbs;
- Guide Rail, Sidewalks, Fencing;
- Trees with Dripline;
- Outlines of adjacent surface and subsurface structures. For preparing the application drawings, “adjacent surface and subsurface structures” and “adjacent *Plant*” shall mean infrastructure that may be impacted by the proposed *Work* or that is located closer to the *Work* than the minimum clearance distances as specified in [Appendix 'A'](#);
- Location and Depth of Ditches;
- Description, Location, and Dimensions of Existing Adjacent *Plant(s)*;
- Description, Location, and Dimensions of the proposed *Plant* that impacts [municipal infrastructure, furniture, fixtures, or equipment](#);
- All references to utility depths shall be based on geodetic elevations;
- Any notes or sign-offs from other utility companies, agencies, and commissions, as outlined in [section 4.8](#);
- All dimensions pertaining to the location of the existing and proposed *Plant* shall be referenced to the current and/or proposed property lines or ROW limits; and
- The drawing shall be greyscale with bold, distinct line types to distinguish between types of proposed *Plant* and other features on the drawings.

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

### **4.3. PRE-APPLICATION ON-SITE REVIEW**

To avoid the need for redesigns and resubmissions, and to reduce the review time, the Town will, if necessary, within a reasonable time and at no cost to the *Applicant*, send a representative to one site meeting and conduct a preliminary review of the proposal before the *Applicant* finalizes the design and submits the MC Application.

To request an on-site meeting, please email [roadspermits@innisfil.ca](mailto:roadspermits@innisfil.ca).

#### **4.4. CHANGES TO THE PERMIT**

Any request for changes to an approved MC drawing must be reviewed and approved by the Town. Depending on the nature and extent of the requested change, the *Applicant* may be required to:

- Meet with Town Staff in the field to review the proposed change.
- Submit, in writing, an explanation of the proposed change.
- Submit one or more revised drawings highlighting the proposed change.
- Obtain permission from adjacent property owners.
- Pay additional review fees

#### **4.5. PROJECTS WITH MULTIPLE DRAWINGS**

The *Applicant* may choose to 'bundle' several drawings together as a single application for projects that involve continuous *Plant* installations over large distances. In the absence of any specific instructions, the application will be reviewed with all drawings being approved simultaneously or all drawings being declined.

Although only one base permit fee will be charged at the time of application, additional review fees may apply.

The *Applicant* should also take into account that MC approvals have an expiration date and should only submit for review those works that are likely to commence within one (1) year. At the discretion of the Town, if the *Work* does not progress at a reasonable rate, the permit will be forfeited and permit fees will not be refunded.

#### **4.6. CANCELLED PROJECTS**

The Engineering and Operations Departments must be notified of any cancelled projects for which a MC Application has been submitted or a MC permit has been issued. To advise the Town of any canceled projects with an active MC permit file, please email [roadspemits@innisfil.ca](mailto:roadspemits@innisfil.ca).

## **4.7. INCOMPLETE OR NON-APPROVED APPLICATIONS**

If an MC Application does not meet the requirements of the *Municipal Consent Guidelines*, Town Engineering Standards, or conflicts with any Town projects, it may not be approved. The Engineering or Operations Department will contact the *Applicant* via e-mail to the address specified on the application and notify them of the deficiencies. The *Applicant* must address the deficiencies within a reasonable time, or the application will be returned, and the MC application fee will be forfeited.

## **4.8 CIRCULATION AND SIGN-OFFS BY OTHER UTILITY PROVIDERS**

Prior to applying, 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 completed by other utility providers:

- Mark up the *Applicant's* drawings or provide the *Applicant* with an up-to-date location certificate of that party's infrastructure within the limits of the proposed *Work*.
- Communicate all installation requirements/restrictions to the *Applicant*.
- Communicate any objections to the proposed *Work* as described in the application.
- Investigate a joint-build venture with the *Applicant*, where applicable.

## **4.9. APPLICATION REVIEW PERIOD**

The Town will strive to adhere to the 30-business day timeline for MC permits and 10-business day timeline for RAPs, where possible. However, size, complexity and the nature of the proposed work may increase review period.

## **5. APPROVAL PROCEDURES**

Upon completion of the MC application review, a copy of the *Municipal Consent* permit will be emailed to the *Applicant*. The issuance of a MC permit

by the Town of Innisfil does not relieve the *Applicant* of the responsibility to notify any members of the public or other utility providers occupying the ROW, or that the appropriate locates and clearances are obtained prior to commencing the installation of the proposed *Work*.

The issuance of an MC permit does not relieve the Applicant of the requirement to obtain a RAP. After obtaining the MC, the *Applicant* or the *Applicant's* contractor can make application for the required RAP. The MC permit number **MUST** be included in the RAP permit application.

## 5.1. NEW ROAD SURFACES

To ensure the long-term sustainability of Innisfil's infrastructure and minimize disruptions and inconvenience to the public, should an application be received for *Work* in or under any road surface, curb, sidewalk, or boulevard that is three (3) years old or less the Town will undertake a comprehensive review of the proposed working area, type of work, and proposed methods of construction to mitigate the potential negative impacts.

This comprehensive review may include a meeting with the *Applicant* to discuss alternative means of meeting the *Applicant's* servicing objectives by investigating the alternate routes, elevation of existing conduit capacity, reactivation of abandoned *Plant*, utilization of abandoned conduits, trenchless technologies, etc.

The *Applicant* may further be required to submit, in writing, justification for proposed methods of installation, and to submit drawings outlining the proposed.

## 5.2. DISPUTES

In the event of any dispute regarding the provision or decline of an application, the Town shall make the final determination.

## 6. DESIGN GUIDELINES

## 6.1 ALIGNMENTS

Installation of *Plant* shall follow the alignments shown in the Standard Drawings which can be found in the [Town Engineering Standards](#).

The Town, in its sole discretion, may direct the *Applicant* to propose an alternate alignment if, in the opinion of the Town, the proposed alignment is not in the best interests of the efficient and organized usage of the *Right-of-way*.

## 6.2 ROADWAY CROSSING

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

## 6.3. CLEARANCE FROM OTHER PLANTS

Horizontal and vertical clearances shall comply with the requirements outlined in the [Town Engineering Standards](#). 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-excavatable material shall be part of the proposed *Plant* and must meet the required clearance from the existing *Plant*.

Exemptions from the minimum clearances may be approved by the Town at the Town's sole discretion. Written consent from owners of other *Plants* within the ROW may be required. To ensure the acceptability of the proposed reduction in clearance, the *Applicant* may be required to submit a drawing to the owner of the adjacent *Plant*. Drawings from the *Applicant* to the adjacent *Plant* owner should include a scaled, detailed drawing identifying the existing and proposed *Plant* clearances.

## 6.4. DEPTH OF COVER

All installations within the boulevard must be buried at a minimum of 1.0 metre below the lowest elevation of either the centreline of the *Plant* or the centreline of the roadway. Installations within the pavement structure must be buried at minimum 1.2 metres below the lowest elevation of either the centreline of the *Plant* or the centreline of the roadway. Additional depth of cover may be required.

Where an *Applicant* demonstrates that the depth requirements cannot be met, exceptions may be approved on a case-by-case basis. The *Applicant* should contact the Town for such exemptions at the planning stage of the project, prior to the submission of a MC Application.

*Plants* should not be installed shallower than the minimum depths indicated without written consent from the Town.

## **6.5. STRUCTURES WITH SURFACE ACCESS**

Any new buried structures which have surface access, except for vaults where the structure roof is monolithic with the sidewalk or 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.

All buried structures, including but not limited to vaults and chambers, must meet the minimum depth requirements described above. Where such a structure requires access, it shall be designed so that only the access protrudes to the surface.

## **6.6. COMMON TRENCHES**

To make effective use of the limited space of the *Right-of-way*, the Town 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.

## **6.7. 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(s) for Town review. Examples of aesthetic treatments include, but are not limited to,:

- Placement in locations of minimal visual impact
- Decorative covers
- Placement of *Plant* behind existing or proposed 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 Town.

If the proposed location of the above ground *Plant* falls within commercial sectors, the Town may require the *Applicant* to notify surrounding businesses, 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.

## **7. INSTALLATION ON TOWN OWNED LANDS OTHER THAN ROWS**

Installations on Town owned land other than ROWs require prior approval of the Town. Any easement documents or licenses that may be required by the Town for *Work* in these locations shall be submitted with the application.



## **8. ABANDONED/DECOMMISSIONED PLANT**

The *Applicant* shall clearly identify all proposed removal or abandonment of *Plant* on the drawing. The utility company shall continue to be responsible and liable for all abandoned *Plant* and any issues that arise because of that abandoned *Plant*. Any issues that arises because of the abandoned *Plant* will be addressed by the applicant until such time that it has been completely removed from the ROW to the satisfaction of the Town. This shall include, but not be limited to, providing all information for any abandoned or decommissioned *Plant* as part of the *Applicant's* response to any request for information by the Town.

During a Town of Innisfil's reconstruction project, the Town may direct the *Applicant* to remove all existing *Plant(s)* and replace them in coordination with the project specifications.

### **8.1 POLE REPLACEMENT**

To ensure the timely removal of redundant poles, any application for the installation of a new pole that is intended to replace an existing pole shall include the decommissioning of the old poles. The maximum time period from the installation of the new pole until removal of existing and completion of restoration shall not exceed the term of MC (12 months).

## **9. INSPECTIONS**

Both a pre and post inspection are required for all MC permits. The *Applicant* shall contact the Operations Department at [roadspermits@innisfil.ca](mailto:roadspermits@innisfil.ca) prior to the start of *Works* and at the completion of the *Works* to schedule an on-site inspection.

## **10. NON-COMPLIANT INSTALLATIONS**

Should any construction begin that is not in strict compliance with the conditions of the issued MC permit and this document, the permit may be cancelled at the sole discretion of the Town.

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 until the infraction has been addressed by the *Applicant* to the satisfaction of the Town.

Where a *Plant* is found to be installed without a valid permit and/or in a location other than that approved by the Town, the *Plant* owner may be required to remove the *Plant* immediately, at their own expense.

## 11. DOCUMENTS REQUIRED ON SITE

The *Applicant* shall ensure that, as a minimum, copies of the following documents are always kept on-site and shall make these documents available for viewing immediately upon being requested to do so by any representative of the Town:

- Approved MC and Approved Drawing(s);
- *Right-of-way Activity Permit*;
- Notification to commercial sectors, where applicable; and
- Any documents required to be kept on-site under legislation.

## 12. TRENCHLESS INSTALLATIONS

Where the *Work* is being undertaken using trenchless installation methods, preservation and protection of existing *Plant(s)* shall be according to Ontario Provincial Standard Specifications.

Minimum horizontal and vertical clearances to existing *Plant* 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(s)* 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(s)* shall be exposed by non-destructive methods. The number of pilot holes required to monitor *Work* progress, as well as 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 Roads Bylaw 079-19.

### 13. MUNICIPAL CONSENT FEES

The fee for MC Applications shall be in accordance with the Town's current [Fees and Charges By-law](#). Base fee is charged upon application. For lengthy, and complex reviews, additional staff time may be charged.

### 14. TOWN OWNED INFRASTRUCTURE/JOINT USE AGREEMENTS

When the proposed *Works* involve the removal or the replacement of a utility pole that is being utilized for the Town's infrastructure, furniture, fixtures, or equipment including, but not limited to, streetlighting, traffic signals, parking signs, and public information signs, the *Applicant* shall coordinate the infrastructure removal with the Town before submitting the application. The *Applicant* shall identify all Town-owned infrastructure, furniture, fixture, or equipment being removed or relocated on the application drawing.

### 15. RIGHT-OF-WAY ACTIVITY PERMITS

The following types of *Work* require only a *Right-of-way* Activity Permit:

- *Emergency Work* required to maintain or restore existing services;
- *Exploratory Work* to investigate subsurface conditions; and
- 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 *Municipal Consent* and a *Road Occupancy Permit*. If you are unsure about the requirement for *Municipal Consent*, contact [roadspermits@innisfil.ca](mailto:roadspermits@innisfil.ca) before your RAP permit application.**

Prior to the commencement of Work on the ROW, a RAP is to be obtained from the Operations Department. To apply for a RAP, please visit <https://eservices.innisfil.ca/ROPPermit/disclaimer>.

The *Applicant* shall be responsible for ensuring all provisions of Roads By-law 073-19, and the terms of any applicable regulations, guidelines, or policies, are met, and that any Works are constructed, or acts are performed, in accordance with the provisions of Roads By-law 073-19, and any requirements of the Town under the Permit.

An application for a RAP shall be filed with the Town not less than ten (10) business days in advance of the commencement of any acts, Work, or Right-of-way Activities for which the permit is required. When applying for a RAP, the *Applicant* shall provide:

- (a) A completed application in the prescribed form and payment of the permit fee;
- (b) Proof of Commercial General Liability insurance policy with limit of not less than \$5,000,000.00 per occurrence/\$10,000,000.00 aggregate that insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the *Applicant* and/or its contractors/subcontractors. This policy shall include:
  - a. The Corporation of the Town of Innisfil as an Additional Insured (in the case of *Right-of-way* Activity Permits);
  - b. Cross Liability/Severability of Interest Clause;
  - c. Contractual Liability
  - d. Minimum thirty (30) days' written notice of cancellation or non-renewal to the Town;
  - e. Non-Owned Automobile Liability (SPF 6) insurance policy with a limit of not less than \$5,000,000.00; and
  - f. Owned Automobile (OAP 1) insurance policy with third party liability limit of not less than \$5,000,000.00 per occurrence that includes all statutory coverage (third party liability, accident benefits, direct compensation property damage, and uninsured automobile) for all licensed vehicles owned or leased by the *Applicant* and/or its contractors/subcontractors and used in execution of the Works.
- (c) Traffic Management Plan, to be accepted by the Town, and updated as required;
- (d) A sketch of the proposed location which sketch shall provide enough information to enable the Town to locate the proposed *Right-of-way* Activity;

- (e) A contact telephone number; and
- (f) Any other information as the Town may require from time to time, at its sole and absolute discretion.

## **16. COMPLETION OF WORK**

Upon completion of the *Work* the *Applicant* will contact the Town to close out the MC and RAP permits. To close out the permit, and request a final on-site inspection, the *Applicant* will email [roadspermits@innisfil.ca](mailto:roadspermits@innisfil.ca).

Prior to the on-site inspection, the *Applicant* will provide as-built drawings to the Town for retention and capital works planning purposes.

Should any additional billing be required, it will be undertaken by the Finance team once the Town is notified that all *Work* is complete. It is the responsibility of the *Applicant* to ensure any additional review fees are paid in full.

## **APPENDIX A: TOWN OF INNISFIL ENGINEERING STANDARDS**

The Town Engineering Standards can be found here:

<https://innisfil.ca/en/building-and-development/engineering-standards.aspx>

Please ensure that you select the most current standards manual to get the most up-to-date information.

## TABLE OF MINIMUM CLEARANCES

(As measured in linear metres between the outside most edges of each feature/object)

		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.
		Water Service	Sanitary Service	Storm Service	Fire Hydrant	Watermain Valve	Boulevard Trees	Street Light (SL)	SL Power Pedestal	Hydro Transformer /Switch Gear	Bell/CATV Pedestal	Driveway	Community Mailbox	Stop Sign on Local Street	Stop Sign on Collector/ Arterial	Hydro Service	Bell/CATV Service	Gas Service	Side Property Line
1.	Water Service	---	2.5	2.5	1.0	1.0	1.0	1.0	1.0	1.5	1.0	1.0	3.0	1.0	1.0	1.0	1.0	1.0	2.0
2.	Sanitary Service	2.5	---	0.5	1.0	1.0	1.0	1.0	1.0	1.5	1.0	N/A	3.0	1.0	1.0	0.5	0.5	1.0	2.0
3.	Storm Service	2.5	0.5	---	1.0	1.0	1.0	1.0	1.0	1.5	1.0	N/A	3.0	1.0	1.0	0.5	0.5	1.0	2.0

		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.
		Water Service	Sanitary Service	Storm Service	Fire Hydrant	Watermain Valve	Boulevard Trees	Street Light (SL)	SL Power Pedestal	Hydro Transformer /Switch Gear	Bell/CATV Pedestal	Driveway	Community Mailbox	Stop Sign on Local Street	Stop Sign on Collector/ Arterial	Hydro Service	Bell/CATV Service	Gas Service	Side Property Line
4.	Fire Hydrant	1.0	1.0	1.0	---	1.5	3.0	3.0	3.0	5.0/ 1.5*	3.0	3.0	3.0	3.0	3.0	1.0	1.0	1.0	N/A
5.	Watermain Valve	1.0	1.0	1.0	1.5	---	3.0	3.0	3.0	3.0	3.0	1.5	3.0	3.0	3.0	1.0	1.0	1.0	N/A
6.	Boulevard Trees	1.0	1.0	1.0	3.0	3.0	---	4.6	1.0	5.0/ 1.5*	1.0	1.5	3.0	20.0	60.0	1.0	1.0	1.0	N/A
7.	Street Lights (SL)	1.0	1.0	1.0	3.0	3.0	4.6	---	1.0	5.0/1.5*	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	N/A
8.	SL Power Pedestal	1.0	1.0	1.0	3.0	3.0	1.0	1.0	---	0.0	0.0	1.0	3.0	3.0	3.0	1.0	1.0	1.0	N/A



		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.
		Water Service	Sanitary Service	Storm Service	Fire Hydrant	Watermain Valve	Boulevard Trees	Street Light (SL)	SL Power Pedestal	Hydro Transformer /Switch Gear	Bell/CATV Pedestal	Driveway	Community Mailbox	Stop Sign on Local Street	Stop Sign on Collector/ Arterial	Hydro Service	Bell/CATV Service	Gas Service	Side Property Line
9.	Hydro Transformer/Switch Gear	1.5	1.5	1.5	5.0/ 1.5*	3.0	5.0/ 1.5*	5.0/ 1.5*	0.0	--	0.0	1.5	5.0/ 1.5*	N/A	N/A	N/A	N/A	N/A	N/A
10.	Bell/CATV Pedestal	1.0	1.0	1.0	3.0	3.0	1.0	1.0	0.0	0.0	---	1.0	3.0	3.0	3.0	1.0	1.0	1.0	N/A
11.	Driveway	1.0	N/A	N/A	3.0	1.5	1.5	1.0	1.0	1.5	1.0	---	3.0	N/A	N/A	N/A	N/A	N/A	1.2/ 0.6**
12.	Community Mailbox	3.0	3.0	3.0	3.0	3.0	3.0	1.0	3.0	5.0/1.5*	3.0	3.0	---	20.0	60.0	1.0	1.0	1.0	N/A

		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.
		Water Service	Sanitary Service	Storm Service	Fire Hydrant	Watermain Valve	Boulevard Trees	Street Light (SL)	SL Power Pedestal	Hydro Transformer /Switch Gear	Bell/CATV Pedestal	Driveway	Community Mailbox	Stop Sign on Local Street	Stop Sign on Collector/ Arterial	Hydro Service	Bell/CATV Service	Gas Service	Side Property Line
13.	Stop Sign on Local Street	1.0	1.0	1.0	3.0	3.0	20.0	1.0	3.0	N/A	3.0	N/A	30.0	--	N/A	1.0	1.0	1.0	N/A
14.	Stop Sign on Collector/ Arterial	1.0	1.0	1.0	3.0	3.0	60.0	1.0	3.0	N/A	3.0	N/A	N/A	N/A	---	1.0	1.0	1.0	N/A
15.	Hydro Service	1.0	0.5	0.5	1.0	1.0	1.0	1.0	1.0	N/A	1.0	N/A	1.0	1.0	1.0	---	0.5	0.5	0.5
16.	Bell/CATV Service	1.0	0.5	0.5	1.0	1.0	1.0	1.0	1.0	N/A	1.0	N/A	1.0	1.0	1.0	0.5	---	0.5	0.5
17.	Gas Service	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	N/A	1.0	N/A	1.0	1.0	1.0	0.5	0.5	---	0.5

		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.
		Water Service	Sanitary Service	Storm Service	Fire Hydrant	Watermain Valve	Boulevard Trees	Street Light (SL)	SL Power Pedestal	Hydro Transformer /Switch Gear	Bell/CATV Pedestal	Driveway	Community Mailbox	Stop Sign on Local Street	Stop Sign on Collector/ Arterial	Hydro Service	Bell/CATV Service	Gas Service	Side Property Line
18.	Side Property Line	2.0	2.0	2.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.2/ 0.6**	N/A	N/A	N/A	0.5	0.5	0.5	---

\* 5.0m to hydro transformer/switch gear vault access door, 1.5m on other sides.

\*\* Standard of 1.2m can be reduced to 0.6m where zoning allows 0.6m side yard setback of the garage.