

# **Municipal Consent Requirements**

## for the Installation of Plant Within City of Oshawa Streets

---

# Oshawa

**Contacts:**

For questions/comments related to Municipal Consent Requirements and utility application process:

**James Hughes**

Utility Coordinator

Tel: 905.436.3311 ext.2490

Design Services

Fax: 905.436.5694

Engineering Services

[jhughes@oshawa.ca](mailto:jhughes@oshawa.ca)

50 Centre Street

[municipalconsent@oshawa.ca](mailto:municipalconsent@oshawa.ca)

Oshawa, ON, L1H 3Z7

For questions/comments related to Road Occupancy Permits, cut repairs and restoration:

**Phil Laurin**

Supervisor – Patrol and Operational Support

Operational Support

Tel: 905.436.3311 ext.2147

Operation Services

Fax: 905.433.1503

199 Wentworth Street East

[plaurin@oshawa.ca](mailto:plaurin@oshawa.ca)

Oshawa, ON, L1H 3V6

All other inquiries can contact **Service Oshawa 905.436.3311**

Municipal Consent Requirements:

<https://www.oshawa.ca/en/transportation-parking/road-occupancy-permits.aspx>

# TABLE OF CONTENTS

|   |    |
|---|----|
| 1. INTRODUCTION .....   | 4  |
| 2. GENERAL REQUIREMENTS .....   | 4  |
| 3. WORK REQUIRING ONLY A ROAD OCCUPANCY PERMIT .....                          | 5  |
| EMERGENCY WORK.....   | 5  |
| Scope.....  | 5  |
| Requirements.....   | 5  |
| 4. WORK REQUIRING MUNICIPAL CONSENT (AS WELL AS A ROAD OCCUPANCY PERMIT)..... | 6  |
| 5. APPLICATION SUBMISSION .....   | 6  |
| Municipal Consent Fee.....  | 6  |
| Circulation.....  | 7  |
| Incomplete Applications .....   | 8  |
| Application Review Period .....   | 8  |
| 6. APPLICATION DRAWING REQUIREMENTS .....                                     | 8  |
| Drawing Requirements .....  | 8  |
| Clearance from Other Plant .....  | 9  |
| Depth of Cover .....  | 9  |
| Curbed/Uncurbed Roads .....   | 9  |
| Boulevards.....   | 9  |
| Tree Protection Zone .....  | 10 |
| Alignments .....  | 10 |
| 7. MORATORIUM ON NEWLY IMPROVED STREETS .....                                 | 10 |
| Duration .....  | 10 |
| Exceptions .....  | 11 |
| 8. CONSTRUCTION REQUIREMENTS .....  | 11 |
| Scope .....   | 11 |
| Insurance.....  | 11 |
| Pre-Inspection .....  | 11 |
| Resident and Business Notification.....                                       | 12 |
| Documents Required to be On-Site .....  | 12 |
| Temporary Service Drops.....  | 12 |
| Locates and Protection of Plant.....  | 13 |
| Working Hours .....   | 13 |
| Trenchless Installations.....   | 14 |
| Reporting Impact / Damage to Existing Plant .....                             | 14 |
| Hard Surface Restoration.....   | 14 |
| Pavement Degradation Fee.....   | 15 |
| Working Around & Replacement of Horizontal Control Monuments .....            | 15 |
| Non-compliance .....  | 16 |
| Appendix 'A' .....  | 17 |

## **1. INTRODUCTION**

The Municipal Consent Requirements (M.C.R.) provide for the efficient review of applications pertaining to non-municipally owned installations within City of Oshawa right-of-ways.

Adherence to these requirements will protect the interests of the City of Oshawa, the community and the utilities occupying the right-of-way. To this end, all applications are reviewed with consideration to their impact on physical and social environment and the City's infrastructure. 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 streets, right-of-ways or other lands owned and maintained by the City of Oshawa.

The City of Oshawa emphasizes that all utilities and third parties must work together and with the City to achieve the protection of the existing and proposed underground infrastructure and effect initial optimum strategic placements in such a manner as to enable future installations and works. Accordingly, submissions must clearly state why a particular design and placement location was undertaken.

The submission must also demonstrate the adherence to (i) implementation and enforcement of drawing and construction standards established by the City, (ii) circulation of drawings for planned construction to all affected stakeholders and obtaining their individual signoffs for absence of conflict, (ii) minimum clearances and depths and (iv) address the opportunity for joint works to minimize disturbance to both City streets and residences.

This document applies to all utility companies, commissions, agencies, boards, associations, and private stakeholders, proposing to undertake work with City of Oshawa right-of-ways.

## **2. GENERAL REQUIREMENTS**

In making an application for installation with the road allowance, the applicant must agree to the following

If the work arising out of an application does not commence with (6) months of the issuance of the consent, the applicant will be required to apply for an extension of the Municipal Consent.

Applications will be checked against a list of planned capital projects submitted to the Oshawa Municipal Services Coordinating Committee (O.M.S.C.C.). For proposed work that is anticipated to cause a major disruption but was not identified on the list of planned capital projects, the Applicant may be required to submit an explanation of why the project was not identified at the time the list was prepared prior to the application being processed.

A Road Occupancy Permit must be issued prior to the commencement of work within the City Road Allowance.

The applicant shall provide as-constructed drawings of the completed work where required to the Utility Coordinator, as set out in the document.

### **3. WORK REQUIRING ONLY A ROAD OCCUPANCY PERMIT**

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

- Emergency work required to maintain or restore existing service
- Exploratory work to investigate subsurface conditions
- The construction of service connections

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

Applications for Road Occupancy permits (R.O.P.) shall be made on the standard form "Road Occupancy Permit Application Form" that can be obtained through Service Oshawa. R.O.P. forms can also be filled out online through the City of Oshawa Website [www.oshawa.ca](http://www.oshawa.ca).

A plan or other information indicating the nature and road location of the work arising out of the application shall accompany the Road Occupancy Permit Application. In instances where Municipal Consent is required, the signed/approved Municipal Consent drawing and approval letter must be presented in order to obtain a Road Occupancy Permit.

An application for a permit shall be completed and returned not later than 5 working days prior to the closure or occupancy of arterial collector roads and 2 days in advance on local roads. This notice is exclusive of Sundays, and holidays. Where the project requires amendment of a Traffic By-law, 8 weeks notification is required. The permit must be retained for inspection at the work site.

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

#### **EMERGENCY WORK**

##### **Scope**

The requirements and process for emergency work shall apply to work requiring a new excavation and be limited to the repairs or actions required in response to a failure of, or damage to, existing plant that results in, or has the potential to result in danger to the public, a loss of an essential service, and/or damage infrastructure or other utility plant

##### **Requirements**

When Emergency Work is undertaken, the Applicant shall:

- Emergency work is permitted prior to submission of a Road Occupancy Permit Application. Telephone notice shall be given immediately to the City and on the next working day, an application for a permit shall be made.
- In the event that EMS or police assistance is required, call 911.
- If the installation of new or additional infrastructure is required for the emergency repair, a Municipal Consent Submission form must be submitted to the Utility Coordinator.

## **4. WORK REQUIRING MUNICIPAL CONSENT (AS WELL AS A ROAD OCCUPANCY PERMIT)**

When work requires excavation within the City of Oshawa right-of-way, or the work is for the placement of additional infrastructure, approval for the work is granted by a Municipal Consent. With the exception of "Emergency Work", no excavation shall commence before the issuance of a Municipal Consent by the City of Oshawa's Utility Coordinator.

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

The applicant understands, and agrees that in making an application for Municipal Consent and/or R.O.P, the applicant agrees to abide by the terms and conditions of the consent and/or permit.

## **5. APPLICATION SUBMISSION**

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

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

### **Municipal Consent Fee**

In accordance with City of Oshawa "General Fees and Charges By-Law 13-2003", all applications shall include a Municipal Consent Fee per street included in the application. A street is considered to be 700m, any street in excess of this will be charged an additional Municipal Consent Fee.

## **Circulation**

Prior to submitting an application, the Applicant shall circulate drawings of its proposed work to all members of the Oshawa Municipal Services Coordinating Committee (O.M.S.C.C.) and any other agency, commission, or person that may be impacted by the work, for the purpose of receiving comments, avoiding conflicts and determining if a joint installation with another party is feasible.

All circulated parties shall be afforded 15 business days from the date of issuance if the circulation is made electronically or by courier, or 18 business days if by mail, to provide comments to the Applicant and determine if a joint installation with the Applicant is feasible,

The Applicant shall attach to the application:

- A dated confirmation from each party that it has received the circulation
- A circulation list which identifies
  - The parties receiving the circulation
  - The contact details and method of delivery to each party
  - The date that the circulation was issued
  - The date of the response, if any, from each party

Prior to submitting an application, the Applicant shall resolve any identified conflicts and, where applicable, negotiate the terms of a joint installation. By submitting an application, the Applicant confirms that:

- The Applicant has resolved all objections received and conflicts identified as of the date of the application; and
- The Applicant has explored all other options for installing its proposed equipment that will avoid excavating in a street, including but not limited to, using the existing facilities of private parties.

If, at any time after the permit application is submitted, the Applicant becomes aware of a conflict, it must immediately advise the City of that conflict.

Should the City become aware of a conflict or be advised that a joint installation is feasible after the circulation period or after the permit application has been submitted, the City will not issue a permit until the Applicant has resolved the conflict, or fully explored the feasibility of a joint Installation, to the City's satisfaction.

Should a conflict be identified following the issuance of a permit, the Applicant shall contact the Utility Coordinator before continuing construction. Work shall not commence until the Utility Coordinator has approved an alternate location and/or route for the proposed infrastructure. The Applicant will identify these changes in their as-constructed submission.

## **Incomplete Applications**

Municipal Consent applications that are not in conformance with the (M.C.R.) will not be reviewed. The Applicant will be notified by the Utility Coordinator via email or telephone and informed on the specific parts of the M.C.R with which the application does not comply.

## **Application Review Period**

The date of the application will be the date on which the complete and compliant application is received by the Utility Coordinator. Applications will normally be processed with 20 business days of receipt.

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 package. Additionally, a high volume of applications may occasionally delay the approval and issuance of applications.

# **6. APPLICATION DRAWING REQUIREMENTS**

## **Drawing Requirements**

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

- Be plotted to a scale of 1:200 horizontal and 1:100 vertical and be dimensioned With S.I. Units
- A prominent arrow indicating the direction north
- Key Map
- Legend
- Scale
- Street names, property and building numbers. If a municipal address is not available, provide dimensions from the location of work to the nearest intersection of street lines.
- Show Horizontal control monuments within 5 metres of the proposed work.
- lot, Concession and Township if in rural areas
- Property lines, right-of-way limits and easement limits
- Illustrate and clearly label street lines, road pavement, sidewalks, guide rail, driveways, boulevards and curbs,
- Identify street furniture including vaults, transformers, pedestals, regulators, hydrants, poles etc., and structure such as areaways, railway lines and entrances, encroachments etc. which may impact on the work.
- Where above ground plant is proposed, show all existing above ground structures within 10 metres.
- Trees/dripline
- Outlines of adjacent surface and subsurface structures
- Description, location and dimensions of existing ad plant
- Description, location and dimensions of proposed plant.
- Provide tie distances from the proposed work to adjacent street lines. Define start and end of construction with tie-in dimensions to the nearest intersection.
- Indicate construction method and related details for the installation of underground plant
- All references to utility depths shall be based on geodetic elevations

- Sign off by other utilities with respect to existing location of their plant, location of proposed plant by the applicant and no conflict with future undertakings

For 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 with the applicable minimum clearance distances.

The drawing shall be grey scale with bold distinct line types to distinguish between types of proposed facilities.

### **Clearance from Other Plant**

Horizontal and vertical clearances shall be in compliance with Appendix 'A', Horizontal and Vertical Clearance Guidelines. 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 considered to be part of the proposed plant and must meet the required clearance from existing plant.

Exemptions from the minimum clearances may be granted, at the discretion of the affected plant owners and the approval of the Utility Coordinator, acting reasonably. At a minimum, any consideration for exemption will require written consent from the affected plant owners giving explicit permission to the Applicant to reduce the clearance, the Applicant may be required to submit a detailed drawing identifying the existing and proposed plant.

### **Depth of Cover**

Depth of cover for all installations shall meet the depths set out in the City Oshawa Design Standards (OS-226). Where there is a conflict at the proposed depth of cover, the Applicant shall plan to go deeper to accommodate the existing plant and meet the required clearances.

Where an Applicant demonstrates that the depth requirements cannot be met, exemptions may be granted on a case-by-case basis, Applicants should contact the City for such an exemption at the planning stage of their projects, prior to submission of a Municipal consent application.

Under no circumstances shall plant be installed shallower than the minimum depths indicated without specific written consent from the Utility Coordinator,

### **Curbed/Uncurbed Roads**

The Applicant must provide a cross section for all proposed road crossing showing all existing infrastructure being crossed. The minimum depth of cover for all road crossings shall be determined by the Utility Coordinator on a street by-street basis and provided on the application,

### **Boulevards**

The minimum depth of cover within the boulevards on all streets shall be 900mm.

## **Tree Protection Zone**

For any means of construction other than directional boring, the minimum depth of cover shall be a minimum 1.5m within the tree protection zone. If the installation of plant is executed via directional boring, the depth of cover may be reduced to a minimum of 1.2m.

## **Alignments**

Wherever possible, installation of plant should follow the alignments shown in the standard right-of-way cross sections in the City of Oshawa Design Criteria.

The City, in its sole discretion; may direct the Applicant to propose an alternate alignment if, in the opinion of the Utility Coordinator, the proposed alignment is not in the best interests of the efficient and organized usage of the right-of-way.

## **7. MORATORIUM ON NEWLY IMPROVED STREETS**

To ensure long-term sustainability of the City's infrastructure, the Utility Coordinator enforces a moratorium on all newly improved 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.

Unless otherwise stated the moratorium applies to the whole street, from property line to property line. The expiry of the moratorium shall be measured from December 31 of the calendar year in which the improvement was performed.

### **Duration**

The moratorium shall apply:

Within 3 years from the date of:

- Maintenance or repair work undertaken on roads, curbs, sidewalks, and boulevards
- Construction, reconstruction, maintenance, or repair of embankments, handrails of highway bridges, rail bridges, pedestrian bridges and culverts

Within 5 years from the date of:

- Construction or reconstruction of roads, curbs, sidewalks and boulevards
- Full resurfacing of streets including base repairs
- Construction, reconstruction, maintenance or repair of abutment walls, piers, un-waterproofed bridge approaches, slope protection of highway bridges, rail bridges and pedestrian bridges
- Construction, reconstruction, maintenance or repair of culverts

## **Exceptions**

While these requirements represent the Utility Coordinator's current policy, it is recognized that under certain circumstances, such-as emergency work, providing new surfaces for a customer, or construction identified by the Utility Coordinator as being necessary to ensure public safety, an exception to the moratorium may be made. Exceptions may be made, at the sole discretion of the Utility Coordinator, proved that the Applicant has investigated and evaluated all other options and can demonstrate that they are not feasible or practical.

When stich exceptions are granted, the Applicant shall exhaust all trenchless methods available to minimize the number and size of cuts in the street. The City, acting reasonably, may perform more extensive site restoration than would normally be expected, at the Applicants expense, in order to mitigate the concerns-of public inconvenience and premature degradation and aesthetics of newly improved streets.

## **8. CONSTRUCTION REQUIREMENTS**

### **Scope**

These requirements cover the work performed by the Applicant with the City of Oshawa's streets and describe, the procedures to be followed before, during and after construction work is undertaken.

Work must be done according to the restrictions shown on posted signs, the conditions listed on the Road Occupancy Permit and the requirements outlined in this document. There shall be no deviation from the approved drawings for any part of the proposed installation without prior approval from the Utility Coordinator.

### **Insurance**

Liability insurance for the construction, operation and maintenance of plant shall be provided as set out in the authority or agreement under which the Applicant occupies the right-of-way.

### **Pre-Inspection**

During the pre-inspection process the Utility Coordinator meets with the applicant representative and reviews the proposed work prior to construction start. All permits issued with a pre-inspection indicated may not proceed until pre-inspection is complete. When requesting a pre-inspection that applicant representative should:

- Ensure all Utility locates are on site (ground or hard copy)
- Provide approved permit number to tile Utility Coordinator
- Contact Utility Coordinator min. 48 hours prior10 pre-inspection to request pre-inspection.
- Ensure hard copy of the permit is onsite for the Utility Inspector to sign off on;

Should there be something missing that prevents the pre-inspection from being carried out (i.e. locates) an additional inspection fee will be charged for any subsequent visits.

At pre-Inspection the Utility Coordinator will:

- Notify applicant representative work may not start if other contractors are present in the proposed work area unless coordinated with the other contractor.
- Require proof that traffic control has been taken into consideration including pedestrians and a traffic protection plan has been complete for the site when on site.
- Record any existing damages in the work area on the City right-of-way to be used in the future should any claims or disputes arise.
- Review impacts on hard surfaces and ensure all road cuts and sidewalk cuts have been identified and approved review clearances from existing utilities and street furniture.
- Red line and markup application with adjustments agreed on at site Inspection.
- Provide final sign-off on the application if all-conditions are met at pre-inspection allowing work to proceed or decline permit if conditions are not met

### **Resident and Business Notification**

The Applicant must notify in writing the adjacent property owner(s) along the affected frontage providing the name of the Applicant and Contractor/utility where applicable including a contact phone number.

When the duration of the project is expected to last more than seven calendar days, or if access to residences or businesses will be restricted in any way. The Applicant shall notify the local councillor and, where applicable the Business Improvement Area (B.I.A.) office at least 10 business days prior to commencement of construction. A copy of this notification should be forwarded to the City of Oshawa Economic Development Department.

### **Documents Required to be 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 request by City of Oshawa staff.

- Road Occupancy Permit
- Approved/Stamped Municipal Consent Drawing
- Approval Letter
- Notification to adjacent residence and businesses, Where applicable.
- Any red lined drawings issued through pre-inspection.

### **Temporary Service Drops**

Temporary services amps shall be permitted as a temporary means lo supply servicing to a resident with the permanent service being installed at a future date

Temporary service drops shall be subject to the following requirements:

- Installation of cables shall be performed in a manner that ensures the safety of residents, pedestrians, and vehicles and placed with due regard for aesthetics.

- The Applicant shall maintain pedestrian access, and where practical, vehicular access, to all public and private properties.
- When on the boulevard, a cable shall be buried such that it does not constitute a tripping hazard.
- Cables shall not cross sidewalks, driveways or walking paths along the surface.
- Cables shall not lie unprotected on the ground at any location.
- Cables shall not be strung using trees with a trunk diameter of less than 300mm. When using a tree, the cable shall be affixed to the tree with tape or with a minimal wrap-around. Under no circumstances shall cables be attached to trees using screws, nails or destructive methods.
- When crossing a road, sidewalk, driveway or Walking path, the height of the cable shall be no less than 4.5 metres.
- Cables shall enter and leave a utility pedestal at a 90 degree angle.
- A cable shall not cross over a property not being fed by this cable without the consent of the affected property owner.
- Notification must be provided to all residents of all properties affected by the temporary service connection including an estimated date of permanent service installation and removal of the temporary cable.
- All Infrastructure including, but not limited to, utility pedestals, cables, supports and access points shall remain in a closed and safe condition at all times.

The Applicant shall make its best effort to install the permanent service as soon as possible. In the winter or early spring, frost conditions may delay the permanent installation; however, in general temporary service drops shall be removed within 45 days.

Immediately upon installation of the permanent service, regardless of whether or not restoration has been completed, all materials and equipment associated with the temporary service drop shall be removed from the site.

### **Locates and Protection of Plant**

Prior to the commencement of any excavation, the Applicant shall obtain locates from all owners of underground plant in the work area to determine the location of all such plant and shall comply with any standards and instructions from the plant owners when working near their plant. The Applicant shall comply with City of Oshawa Standards when excavating, shoring, piling, backfilling and compacting around existing plant or as directed by the owner of the plant and the Utility Coordinator.

### **Working Hours**

The Applicant shall comply with the City's Noise By-law 112-82 of the Corporation of the City of Oshawa available at:

[www.oshawa.ca/uploads/16/NoiseBy-law112-82.pdf](http://www.oshawa.ca/uploads/16/NoiseBy-law112-82.pdf)

In addition, the Applicant shall ensure the following:

- Equipment shall be maintained in a good working condition that does not leak fluids and prevents unnecessary noise, including but not limited to proper muffler systems, properly secured components and the lubrication of all moving parts.
- Idling of service equipment shall be restricted to the minimum necessary for the proper performance of the specified work.

As per the City of Oshawa Noise By-Law, typical working hours will be between the hours of 7 a.m. -7 p.m. from Monday to Saturday with the exception of "holidays" and from 9 a.m.-5 p.m. on any Sunday. 'Holiday' means New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas and Boxing Day.

### **Trenchless Installations**

Where the work is being undertaken using trenchless installation methods, pilot holes and any other damage to the street infrastructure shall be restored as per the requirements in this document. The location of the pilot holes and the measured depth of the existing plant must be clearly depicted on the location certificate.

### **Reporting Impact / Damage to Existing Plant**

Any impact with existing plant including, but not limited to, the protective coating, support, cathodic protection or the housing of the plant, shall be reported to the Utility Coordinator and plant owner immediately. The plant shall remain exposed, with the excavation properly supported, until the plant owner has assessed the damage and made a repair or authorized the Applicant to proceed.

### **Hard Surface Restoration**

Hard surfaces are not be impacted without prior approval from the City of Oshawa. Should something change during construction that will require a hard surface to be altered, the City of Oshawa must be notified prior to any work occurring. The following should be followed when impacting hard surfaces:

- If to carry out the works it is necessary to alter, break, or disturb an existing pavement; curb and gutter or sidewalk, the Applicant shall undertake a permanent repair immediately upon completion to the satisfaction of the City unless alternative arrangements are made with the City. Temporary repairs are permitted after December 15 but must be reinstated to a permanent repair no later than April 30, the following year.
- When using asphalt for temporary sidewalk restoration, ensure compacted base and positive drainage. Without good compaction and positive drainage, water that collects in depressions freezes and may result in personal injury.
- Where sidewalks are disturbed, a minimum (1) sidewalk bay must be replaced as per OS-301. If disturbance takes place within a pedestrian crossing ramp, replace sidewalk bay as per OS-304 including tactile warning plates in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Asphalt and concrete patches are not acceptable as final restorations.

- Where sidewalk sections of 15m or more are required to be removed and replaced, the Applicant must submit a sidewalk design signed by a professional engineer. The City of Oshawa reserves the right to review the design and determine whether or not the design is acceptable. Where there is the opportunity for coordination with the City's Capital Works Contract, the City and the Applicant shall enter into negotiations regarding cost sharing and scheduling as it pertains to the permanent restoration of concrete sidewalks, concrete curbs and road structures.
- Each year, the Applicant must submit to the City of Oshawa's Engineering Department a list of 4 pre-qualified contractors for the purpose of hard surface restorations.
- Unshrinkable fill is to be used in all cuts under hard surfaces, including both road and sidewalk surfaces unless permission has been obtained from the City of Oshawa to install compacted granular and it is installed under geotechnical supervision.
- Asphalt driveway aprons shall be fully restored if the utility cut is the second cut in the apron.

### **Pavement Degradation Fee**

Utility providers should take every opportunity available to avoid cutting into the road pavement. In instances where this is unachievable, a degradation fee will be applied to the Municipal Consent Fee. This fee is intended to compensate the City for the loss of pavement life due to the utility cut and will be based on a unit cost per square metre (\$/m<sup>2</sup>) of impacted pavement area depending on the age of the asphalt being cut. Below is the fee breakdown:

| Age of Road (Years) | Degradation Fee |
|---------------------|-----------------|
| 0 to 15             | \$40 sq.m       |
| 15+ to 30           | \$32 sq.m       |
| 30+ to 45           | \$24 sq.m       |
| 45+ to 55           | \$18 sq.m       |
| 55+ to 70           | \$11 sq.m       |

### **Working Around & Replacement of Horizontal Control Monuments**

Prior to the commencement of construction the City of Oshawa will identify any monuments that delineate or fall within the working area of the contractor. Common places include sidewalk bays and top of curbs. The contractor will be responsible for the replacement cost of any monument removed to facilitate the work.

It is suggested that the contractor installs highly visible stakes in the boulevard opposite the monuments and make all workers aware of the monument. If the monument is to be circled with paint, care must be taken not to cover the face of the monument in any paint or overspray.

The contractor is to avoid moving equipment, materials and machinery over the bay of curb/sidewalk in which the monument is in and the monument itself. The contractor shall be responsible for the preservation of all survey monuments identified by the City of Oshawa. It is also encouraged to leave in surrounding bays of sidewalk and curb if possible to ensure stability of the bay that the monument is in itself. It is also expected that the contractor will leave in the monument identified for removal as long as possible without impact to the work schedule. Exceptions will be made to those monuments identified for removal to facilitate work.

If the contractor is unable to find a monument that has been identified by the City they are to call the City of Oshawa's Survey Department, who will identify the exact location of the monument onsite at no charge. Survey monuments are inventoried yearly and the contractor could be held, responsible for a previously removed monument if not identified as missing prior to the commencement of work.

At the completion of major project works the City of Oshawa will inspect the condition of the monuments and make notes to any changes observed over the length of the works. Monuments that are damaged/destroyed/missing/disturbed after the contractors operations will be replaced at the contractor's expense by the City.

| Item   | Price     |
|--|-----------|
| Urban Style Monument Cao                     | \$55.00   |
| Rural Style Monument Cao                     | \$85.00   |
| Urban/Rural Cap Install & COSINE integration | \$1500.00 |

If the replacement of the monument is identified during the consent review the cost associated with its replacement of that monument will be added to the Municipal Consent fee. The City of Oshawa's Survey Department will maintain an inventory of all monuments damaged during utility works and provide the Utility Company with an invoice at the end of the year.

### **Non-compliance**

Should any construction begin that is not in strict compliance with the conditions of the permit and this document, the Applicant may be issued a stop-work order and may be required to perform temporary restoration and move all equipment and materials off-site until these requirements are met in-full and the permit may be cancelled.

Depending on the-severity of the infraction, the issuance of new permits for some or all of the work by the same Applicant may be withheld or delayed until the infraction has been addressed by the Applicant to the satisfaction of City staff.

If staff is required to visit the site at any time due to non-compliance of permit, expenses will be charged back to the Applicant.

The Road Occupancy Permit shall be null and void if the Applicant should fail to meet the requirements of the permit, and in that case, a new application for a permit shall be made.

## **Appendix ‘A’**

### **General Utility Cover/Clearance Guideline**

#### **Conduit/Buried Cable**

##### **Construction Method**

###### Trench

- 0.6m horizontal clearance from all existing underground cable/conduit
- 0.3m vertical clearance from all existing underground cable/conduit
- 1.0m horizontal clearance from all storm/sanitary sewer and watermain
- 0.3m vertical clearance from all storm/sanitary sewer and watermain
- 0.5m horizontal clearance from back edge of curb
- 0.9m minimum cover in boulevards
- 1.5m minimum cover under all trees

###### Boring

- 1.0m horizontal clearance from all existing underground cable/conduit
- 0.3m vertical clearance from all existing underground cable/conduit
- 1.0m horizontal clearance from all storm/sanitary sewer and watermain
- 0.3m vertical clearance from all storm/sanitary sewer and watermain
- 0.5m horizontal clearance from back edge of curb
- 0.9m minimum cover in boulevards
- 1.5m minimum cover under all trees

Road crossing depths to be determined by staff in order to avoid conflict with existing underground services and underdrains. Refer to OS-220 and 221 for Subdrain and Utility crossing details.

#### **Hydro Transformers/Poles**

- 0.5m from edge of transformer/pole/guy and anchor to edge of sidewalk
- 0.5m from edge of transformer/pole/guy and anchor to edge of curb
- 1.0m from edge of transformer/pole/guy and anchor to edge of driveway
- 3.0m from edge of transformer to existing trees
- 1.5m from edge of transformer to pedestals or light poles
- 3.0 from operating side of transformer to pedestal or light poles

#### **Pedestals**

- 1.0m from driveways
- 0.5m from edge of sidewalk
- 1.0m offset from back edge of curb
- 1.0m offset from storm/sanitary sewer and watermain
- Locate outside tree dripline

#### **Grade Level Box/ Flushmount/ Vault**

- 0.5m from driveways
- 0.5m from edge of sidewalk – some instance where this isn't achievable.  
GLB will be forced to be located adjacent to sidewalk
- 0.5m offset from back edge of curb
- 1.0m offset from storm/sanitary sewer and watermain
- Locate outside tree dripline

Both pedestals and GLB should ideally be located within park space or alongside lots where achievable.

**\*Hydrants – No utility infrastructure to be place between and existing hydrant and watermain.**