

	<b>Water Meter Policy</b>
	Section:
	Policy # <b>Pg. 1 of 4</b>
Revision Date:	Issue Date:
Approved by:	Review Date:

## PURPOSE

The Purpose of this document is to outline Township of Wilmot Utilities requirements and responsibilities for properties requiring water meters, multi-metering and meter chambers.

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## SCOPE

Ontario Building Code article 7.6.1.3(5) states where a water supply is to be metered, the installation of the meter, including the piping that is part of the water meter installation and the valving arrangement for the meter installation, shall be in accordance with the water purveyor's requirements.

This policy and procedures shall be applied to all properties in the Township of Wilmot where a water service (domestic and fire) is provided from the distribution system to the property where a water meter or meter chamber is to be installed.

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## DEFINITIONS

- **Ontario Building Code** – the regulation governing building construction in Ontario
- **Water Supply** – source water provided by local Municipality
- **Multi Metering (sub - metering)** – is water meters installed into individual units within a development.
- **Water meter** – an instrument for recording the quantity of water passing through an outlet: a machine that measures how much water is used in a building
- **ERT** – Encoder Receiving transmitter
- **Meter chambers** – is an inspection chamber for water meter assemblies, the chamber can be installed anywhere where a water meter cannot be installed inside a building or where the place to affix the water service pipe is too far from the building.

- **Secondary water meters means** – Privately owned water meter that measures other units in a building that is installed after the Municipal water meter.
  - **Water Purveyor** – The Supervisor of the Water Utility which has a Ministry of the Environment and Conservation and Parks license equal to or greater than the class of the municipal system and designated by the Municipal owner. Also referenced as the Overall Responsible Operator (ORO).
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## **STANDARDS AND PROCEDURES**

### **Multi Metering**

One (1) Township owned meter will be placed in each single family residential, multi-family residential, commercial, industrial and institutional Property, (one water service-one meter) unless approved by the Township with the following exceptions:

- Street facing dwellings, individually owned and containing a municipal address with a separate water service from the primary watermain and no interconnected plumbing. (ie. street fronting row housing); or
- Existing multi-metered properties.

All Water Meters including an Encoder Receiver Transmitter (ERT) must be installed prior to occupancy. The size, type and manufacturer of the Water Meter shall be approved by the Township's Utility Department, prior to installation.

All water used in the above-mentioned property will pass through such meter and the owner of the property shall be held liable for water charges.

Secondary meters may be purchased for the convenience of the owner, as in apartment houses or multiplexes, at the owner's request and expense. All secondary meters shall be installed in a manner so that all water supplied passes through the Township meter prior to passing through the secondary meter. Secondary meters shall not be read or billed separately or maintained by the Township. For properties that have cistern(s) an additional meter must be purchased and installed for calculation of sewage discharge.

A shut off valve shall be installed immediately adjacent to the point at which the water connection enters the Premises. This valve shall be located in a readily accessible area. The installation and maintenance will be at the expense of the Property Owner / Builder.

All connections supplying water from the Water Systems, for potable / fire use, shall be equipped with a Water Meter immediately adjacent to the shut off.

## **Policy # CA-001**

Both the Water Meter and the ERT shall be in locations which is always readily accessible to the Township for the purposes of obtaining a reading from said meter.

Water Meters shall be installed inside a heated building unless otherwise determined by the Township's Utility Department.

The Township shall maintain, repair or replace all Township owned Water Meters, as deemed necessary. No other person shall remove a Water Meter for any reason, except for the Township. If it is determined that a Water Meter fails as a result of tampering or negligence as determined by the Township, full cost recovery for such repair or replacement shall be that of the Property Owner.

### **Meter Chambers**

If the Township receives an application/permit for a new water service and determines that the Water Meter cannot be located inside the building or structure in accordance with the Township's Standards, and / or Properties with multiple buildings the Township Public Works and Engineering Department may approve the installation of the Water Meter in a Water Meter chamber.

The Water Meter chamber shall be supplied and installed at the Owner's expense. The Water Meter chamber shall meet Township Standards. The Township will own the Water Meter, however the Owner shall retain ownership of the Water Meter chamber and any valves, including Backflow Valves if required.

For properties that have a water service of 30m or more from the watermain to the house a meter pit will be required to be installed at the property line or as per Township requirements.

Water meter chambers shall be located at or near the Property line of the property, unless the Director of Public Works and Engineering has given approval for an alternative location.

No Owner shall have access to a Water Meter chamber other than a person authorized by the Township.

### **Meter Set Drawings**

Applicant is to provide meter set drawings through plan submission process showing but not limited to installation, material, and design requirements for the site. Typical standard meter set drawings attached.

## ASSOCIATED DOCUMENTS

- Meter Chamber Drawing & Details – Std. Dwg. No. WIL-DET-41
  - Remote Mounting Post Detail – Std. Dwg No. WIL-DET-22-42
  - Ontario Building Code Act
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## RESPONSIBILITIES

### Engineering

- Review, inspect and accept of servicing plans for site plans and subdivision development
- Issues Permits
- Follows Design Guidelines and Supplemental Specifications for Municipal Services (DGSSMS), OPSS MUNI, MOECP, Drinking water legislation

### Utilities

- Review servicing site plans
- Follows Administration Policy
- Supplies meter, final inspection once installed
- Maintains and repairs infrastructure
- Follows DGSSMS, AWWA C651-14, MOECP, OPSS MUNI

### Development Services

- Infil and site plan approval authority
  - Review / coordinates subdivision applications
  - Incorporates Administration Policy to all development permits
  - Reviews, accepts, issues permits, inspects under the OBC specifically part 7 on site servicing projects.
  - Collects meter fees
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## COMMUNICATION

Engineering – Permit process

Development Services – Developer agreements, building permit processes.

Utility – meter supplier, site inspections, installation, maintenance and repair infrastructure.

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**Company Letterhead**

Month DD, YYYY

Email only

Public Works and Engineering

Township of Wilmot  
60 Snyder's Road West,  
Baden, ON N3A 1A1

Attention Engineering Department

**Permit No.: XXXX**

**Regarding: Final Lot Grading Certification**  
**Project Name – Developer Name**

On behalf of Developer Name, we have inspected the finished lot grading for the following lot, in conjunction with the review of the approved stamped plan.

Lot No.	Civic Address	Date Inspected	Conforms to Grading Control Plan dwg #xxxxxxx revision date xxxx
XX	XX Snyder's Road East	Month DD, YYYY	Yes

We hereby certify that the grading for the above lot generally conforms to the proposed grades as shown on the stamped Engineering plans and / or the overall Grading Plan stamped dated XXXXXX revision #XXXXXX, to support drainage of the lot and abutting lands. We hereby certify that the proposed lot drainage and / or grading plan have been designed and constructed in accordance with drainage common law in Ontario, sound engineering principles and the Ontario Building Code Articles such as but not limited to 9.14.6.1 & 9.15.4.6. We ensure artificially collected and / or surface drainage will not adversely affect adjacent properties.

In addition, all required stormwater devices (dry-wells, ditch inlets, piping, etc), all roof leaders/downspouts and sump pump outlets have been installed in accordance with the approved plan and function correctly.

We trust the above is in order; however, should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Signature & Stamp  
Position  
Company name  
Contact Information

## SCHEDULE D

### COST OF SERVICES TO BE INSTALLED BY SUBDIVIDER PHASE xxx

SECTION	ITEMS	COST
A	SITE PREPARATION	\$
B	EARTHWORKS	\$
C	STORMWATER MANAGEMENT WORKS	\$
D	STORMWATER MANAGEMENT FACILITY LANDSCAPING	\$
E	STORMWATER MANAGEMENT FACILITY CLEANOUT	\$
F	SANITARY SEWER	\$
G	STORM SEWER	\$
H	WATERMAIN	\$
I	ROAD & SURFACE WORKS	\$
J	PARK & TRIAL WORKS & LANDSCAPING	\$
K	BOULEVARD LANDSCAPING	\$
L	MISCELLANEOUS	\$
M	DEVELOPMENT CHARGE ITEMS ELIGIBLE	\$
	SUBTOTAL	\$
	ENGINEERING (15%)	\$
	CONTINGENCY (15%)	\$
	SUBTOTAL + ENGINEERING + CONTINGENCY	\$
	HST (13%)	\$
	<b>TOTAL COST</b>	<b>\$</b>

Note:

1. A more detailed breakdown of the cost/unit prices of the required public works for Sections XXXX are detailed in a document prepared by XXXXX dated XXXXX.

## Township of Wilmot Survey Monument Record Sheet

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**WI-1\$COUNTY\$003\$3\$  
\$\$363.613\$**

Tablet is set in concrete pier on south side of Regional Road No. 12, 17.7m southeast of intersection of Regional Road No. 12 and Regional Road No. 10 (Stoesser's Corner), 85cm north from fence, 6.58m west from hydro pole, 11.9m southwest of quadruple cherry tree and 8.8m southeast of 25 maple, to the westerly tree of line of 3 maples on south side of Regional Road No. 12.

**WI-2\$TOPO\$670135\$1\$  
\$\$395.34\$**

Topographical Survey tablet in a concrete pier 0.3m in diameter and at ground level, on southwest side of Waterloo Township Road No. 41, 1.2 km southeast from Waterloo Township Road No. 52, on top of a high wooded hill, 29.9m south from centre of intersection of laneway leading to a grey bungalow (residence of Finley) and Township Road No. 41, 79.6m northwest of a telephone pole, 6.1m southwest from centreline of road.

**WI-3\$DHO\$65-210\$1\$  
\$\$375.563\$**

Two storey red brick house (residence of D. Quibell) on the south side of Regional Road No. 6, being 3.5 km east of Emmanuel Lutheran Church in the Village of Petersburg; 3.1 km west of intersection of Regional Road No. 6 and Fischer Drive at the west end of the City of Kitchener. House is 53.6m east of junction of Hwy. No. 7 and Waterloo Road No. 41, and 19.5m south of centreline of Regional Road No. 6. Tablet is set horizontally in the east face of concrete foundation, being 6.71m south of northeast corner and 0.37m below first course of brickwork.

**WI-4\$DHO\$65-211\$1\$  
\$\$356.964\$**

Frame barn (owned by P. Distler) on the north side of Regional Road No. 6, being 1.9 km east of Emmanuel Lutheran Church in the Village of Petersburg, and 33.5m north of centreline of road. Tablet is set horizontally in east face of concrete foundation, being 4.79m north of southeast corner and 1.52m below bottom of framework.

**WI-5\$DHO\$65-212\$1\$  
\$\$365.615**

Red brick schoolhouse (S.S. No. 14) on the north side of Regional Road No. 6, being 0.4 km east of Emmanuel Lutheran Church in the Village of Petersburg, and 26.5m north of centreline of road. Tablet is set horizontally in east face of concrete foundation, being 0.76m south of northeast corner and 0.15m below the first course of brickwork.

**WI-6\$DHO\$65-213\$1\$  
\$\$363.420\$**

Two storey red brick house (residence of Mr. Knipfel) on the south side of Regional Road 6, being 243.8m west of Emmanuel Lutheran Church in the Village of Petersburg, and 20.7m south of centreline of highway. Tablet is set horizontally in the west face of the concrete foundation, being 4.88m south of the northwest corner, and 0.37m below the first course of brickwork.

**WI-7\$DHO\$65-214\$1\$  
\$\$380.163\$**

One and one-half storey frame house (residence of A. White) on the north side of Regional Road 6, being 2.6 km east of the public school in the Village of Baden; 2.1 km west of Emmanuel Lutheran Church in the Village of Petersburg; 1.2 km east of the east junction of Regional Road 6, and 23.2m north of centreline of highway. Tablet is set horizontally in the west face of concrete foundation, being 4.88m north of southwest corner, and 0.70m below bottom of framework.

**WI-8\$DHO\$65-215\$1\$  
\$\$376.692\$**

One storey frame "Green Hills" Motel (owned by E. Ryman) on the south side of Regional Road 6, being 1.9 km east of the public school in the Village of Baden; 0.5 km east of east junction of Old Hwy. 7, 8 and 7B, 8B, and 92.7m south of centreline of highway. Tablet is set horizontally in west face of concrete foundation, being 2.50m south of the northwest corner, and 0.21m below bottom of framework.



**WI-9\$TOPO\$670373\$1\$  
\$435.43\$**

Topographical Survey tablet in a concrete pier 0.3m in diameter, at ground level, on top of Baden Hill, on south of Regional Road 6 and approximately 60.0m above Regional Road 6, 1.3 km east from junction of Old Highways 7 and 8 with Highways 7B and 8B, 19.5m southeast from southwest corner of stone building, 14.1m northwest of northwest corner of wire link fence enclosing largest tower, 1.6m south of third signal post from the largest tower, 1.7m west from second signal post.

**WI-10\$TOPO\$101-F\$1\$  
\$360.626\$**

C.N.R. Brick arch culvert 1.6 km east of station and at 114.63 km from Toronto, 30.5m west of road allowance between Lots 12 and 13, Township of Wilmot; bolt in east face of stone coping of north headwall.

**WI-11\$DHO\$65-216\$1\$  
\$357.788\$**

Yellow brick split-level house (residence of E. Honderich) on the north side of Old Hwy. 7B and 8B, being 0.8 km east of the public school in the Village of Baden, and 33.8m north of centreline of highway. Tablet is set horizontally in west face of concrete foundation, being 0.64m south of northwest corner and 1.22m below first course of brickwork.

**WI-12\$DHO\$65-218\$1\$  
\$344.178\$**

Three storey red block building (owned by Waterloo County Co-op) on the west side of Foundry Street in the Village of Baden, being 0.4 km south of junction of Old Hwy. 7B, 8B and Foundry Street, and 0.5 km north of junction of Regional Road 6 and Foundry Street. Tablet is set horizontally in the east face of concrete foundation, being 11.0m from centreline of Foundry Street; 8.66m south of the northeast corner, and 2.19m below blockwork.

**WI-13\$DHO\$65-219\$1\$  
\$347.919\$**

Concrete culvert under Regional Road 6, being 1.2 km west from junction of Regional Road 6 and Foundry Street, south of the Village of Baden. Tablet is set horizontally in the north end of culvert, being 0.15m west from northeast corner of culvert, and 0.52m below the top.

**WI-14\$DHO\$92-67\$1\$  
\$\$385.876\$**

One storey brown brick house (owned by L. Hagen) on the west side of gravel road between Lots 12 and 13, Township of Wilmot, being 0.8 km east of the Public School in the Hamlet of Baden along Old Hwy. 7 and 8B, hence 1.0 km south along road between Lots 12 and 13 and 33.5m west of centreline of gravel road. Tablet is set horizontally in the west (rear) face of stone and concrete flower planter at the extreme southeast corner of house, being 0.15m north of the southwest corner of planter and 0.21m below stonework.

**WI-15\$DHO\$65-217\$1\$  
\$\$350.635\$**

Two storey red brick post office and dwelling (owned by A. Everts) on the south side of Old Hwy. 7B and 8B, being 0.4 km west of the public school in the Village of Baden, and 12.0m south of centreline of highway. Tablet is set horizontally in the east face of concrete foundation, being 3.35m south of northeast corner and 0.15m below stucco facing.

**WI-16\$COUNTY\$020\$3\$  
\$\$347.905\$**

Tablet is set vertically in north face of northwest corner of Steinman Mennonite Church in northeast corner of intersection of Regional Road 5 and Regional Road 1.

**WI-17\$COUNTY\$016\$3\$  
\$\$339.882\$**

Concrete bridge over Nith River on Regional Road 5 south of Phillipsburg. Tablet set in east end of south pier on top of pier.

**WI-18\$COUNTY\$017\$3\$  
\$\$338.219\$**

Concrete bridge over Nith River on Waterloo Regional Road 9, east of Phillipsburg. Tablet set vertically in north face of northwest corner of east abutment.

**WI-19\$COUNTY\$027\$3\$  
\$\$366.920\$**

Tablet set vertically in north face of northeast corner of Ohmer Jantzi's Barn in southwest corner of intersection of Regional Road 5 and Wilmot Township Road No. 2, second set of buildings west of intersection (New Prussia - opposite former Wellesley S.S. No. 8).

**WI-20\$COUNTY\$018\$3\$  
\$\$347.490\$**

Concrete bridge over Nith River on Regional Road 5 south of Wellesley. Tablet set in west end of north pier on top of pier.

**WI-21\$COUNTY\$046\$3\$ - DESTROYED**

Tablet is set in foundation of a Kitchener Water Commission Building 39.6 m north of centreline of Regional Road 4, approximately 2.9 km west of Regional Road 12. Tablet is on south face of the easterly building, 18 cm east of southwest corner at ground level.

**WI-22\$DHO\$91-67\$D\$  
\$\$362.320\$**

Brass cap on 5 cm diameter pipe (flush with ground) on the east side of Regional Road 12, being 1.76 km south of the junction of Regional Road 6 and Regional Road 12 and Regional Road 4 (Bleams Road), and 0.48 km north of a yellow brick house (owned by M. Winters) on the east side of Regional Road 12. Bench Mark is 13.1 m east of centreline of Regional Road 12, 0.3 m west of the east right-of-way fence, 0.6 m north of field fence junction and is marked by a yellow and black picket set 0.3 m north of Bench Mark.

**WI-23\$COUNTY\$045\$3\$ - DESTROYED**

Tablet is set in west corner of concrete box culvert under Regional Road 12, 30.5 m north of the intersection of Regional Road 12 and Regional Road 4. Tablet is 0.46 m south of northwest corner, and 21 cm east of west end of culvert.

**WI-24\$COUNTY\$047\$3\$ - DESTROYED**

Tablet is set in northwest corner of a concrete box culvert under Regional Road 4; 121.9 m east from the intersection of Regional Road 4 and Wilmot Township Road 15. Tablet is 0.3 m south of north edge and 0.3 m east of west edge of culvert.

**WI-25\$DHO\$93-67\$D\$  
\$\$363.770\$**

Metal clad and frame barn (owned by M. Witzel) on the east side of gravel road between Lots 12 and 13, Township of Wilmot, being 0.8 km east of the Public School in the Hamlet of Baden along Old Hwy. 7 and 8B, hence 1.84 km south along gravel road between Lots 12 and 13 and 167.6 m east of centreline of gravel road. Tablet is set horizontally in the south face of concrete foundation, being 10.1 m east of the southwest corner and 27 cm below blockwork.

**WI-26\$DHO\$65-226\$1\$  
\$\$333.550\$**

Concrete culvert under Hwy. 7 and 8, being 0.6 km south along Peel Street from Evangelical United Church in New Hamburg, and hence 1.8 km east along highway. Culvert is 2.7 km west of junction Hwy. 7 and 8 and Foundry Street south of Baden. Tablet is set horizontally in the north face of concrete culvert, being 0.15m west from northeast corner and 0.52m below top of culvert.

**WI-27\$TOPO\$68-U-522\$1\$  
\$\$334.52\$**

Bronze tablet in south face of southeast abutment of Hwys. 7 and 8 bridge across Nith River at New Hamburg, 2.4m west from southeast corner of the abutment, and 1.2m below top of the concrete railing on top of abutment.

**WI-28\$DHO\$65-228A\$1\$  
\$\$335.637\$**

Yellow brick Evangelical United Church in New Hamburg, situated on the east side of Peel Street being 20.7m north of the intersection of Peel Street and Boulee Street. Church is 0.6 km north along Peel Street from junction of Hwy. 7 and 8 and Peel Street. Tablet is set horizontally in the south face of concrete foundation, being 2.23m east of southwest corner, and 0.46m below first course of brickwork.

**WI-29\$DHO\$65-228\$1\$  
\$\$336.038\$**

Concrete and steel bridge carrying Hwy. 7 and 8 over the Nith River, being 0.6 km south along Peel Street from Evangelical United Church in New Hamburg, and hence 57.0m east along Hwy. 7 and 8. Tablet is set horizontally in north face of west abutment, being 5.20m east of northwest corner, and 0.67m below the top of coping.

**WI-30\$TOPO\$670374\$1\$  
\$\$361.63\$**

Topographical Survey tablet in a concrete pier 0.3m in diameter, at ground level, north corner of intersection of Hwy. 7 and 8, and Waterloo Regional Road 3, 26.5m northwest from centreline of Hwys. 7 and 8, 10.97m northeast from centreline of Waterloo Regional Road 3 and .67m south from wire fence.

**WI-31\$DHO\$65-229\$  
\$\$358.534\$**

Two storey yellow brick house (residence of A. Beehler) on the north side of Hwy. 7 and 8, being 0.6 km south from Evangelical United Church in New Hamburg, hence 1.0 km west along highway, thence northerly 304.8m along road at junction of Hwy. 7, 8 and Regional Road 3 and then 152.4m west along gravel lane. Tablet is set horizontally in south face of stone foundation, being 0.46m west of southeast corner, and 0.55m below first course of brickwork.

**WI-32\$TOPO\$670375\$1\$  
\$\$361.95\$**

Topographical Survey tablet in a concrete pier 0.3 m in diameter, at ground level, on south side of Old Hwys. 7B and 8B, 0.7 km east from Hwy. No. 7 and 8, 51.8 m south from centreline of Old Hwys. 7B and 8B, 3.9 m east from centreline of a farm laneway, 9.8 m southeast of a telephone pole, 0.37 m west from fence.

**WI-33\$DHO\$65-203\$1\$  
\$\$358.434\$**

Yellow brick split level house (residence of R. Zehr) on the north side of Old Hwy. 7B and 8B, being 0.6km south from Evangelical United Church in New Hamburg, hence 3.1km west along highway to west junction of Hwys. 7 and 8 and 7B, 8B, thence 0.5km northeast along Old Hwy. 7B, 8B. House is situated 30.5m north of centreline of Old Hwy. 7B and 8B. Tablet is set horizontally in west face of concrete foundation, being 8.53m north from southwest corner and 0.82m below the first course of brickwork

**WI-34\$DHO\$65-227\$1\$  
\$\$342.487\$**

One storey red brick building (Hahn Brass Co. - building owned by Amerock Co.) on the north side of Hwy. 7 and 8, being 0.6 km south along Peel Street from Evangelical United Church in New Hamburg, and hence 0.6 km east along Hwy. 7 and 8. Tablet is set horizontally in south face of concrete foundation, being 62m north of centreline of highway; 2.26m east of southwest corner and 24cm below the first course of

brickwork.

**WI-35\$TOPO\$670376\$1\$  
\$\$361.99\$**

Standard iron bar with Topographical Survey brass collar, 0.06m above ground level, on top of a knoll, north side of C.N.R. track, 0.7 km northwest from Old Hwys. 7B and 8B, approximately 190m west from centreline of Waterloo Township Road No. 47, 4.3m north from steep drop-off, 0.66m south from wire fence.

**WI-36\$TOPO\$102-F\$1\$  
\$\$332.454\$**

Public library in New Hamburg, bolt in front of north wall, 2.44m from northwest corner and in second course of stonework below watertable course.

**WI-37\$TOPO\$670378\$1\$  
\$\$346.31\$**

Topographical Survey tablet in a concrete pier 0.3m in diameter, at ground level, on north side of Arnold Street, 0.4 km east of Waterloo Street, New Hamburg, 45.3m northwest from blue water tower, 38.7m west from fire hydrant, 14.2m south (slope distance) from most southerly C.N.R. track, about 2.0m southwest from telephone pole.

**WI-38\$DHO\$90-67\$D\$  
\$\$358.707\$**

Two storey grey brick house (owned by F. Salzman) on the west side of Regional Road 12 being 0.8 km south of the junction of Regional Road 6 and Regional Road 12 in Petersburg, 2.2 km north of the junction of Regional Road 12 and Regional Road 4 (Bleams Road) and 11.9m west of centreline of Road No. 1. Tablet is set horizontally in the north face of stone foundation being 5.18m east of the northwest corner and 0.18m below brickwork.

**WI-39\$DHO\$88-67\$1\$  
\$\$363.926\$**

One storey frame red insulbrick house (owned by H. MacCullan) on west side of gravel road between Townships of Waterloo and Wilmot being 3.4 km east of Emmanuel Lutheran Church in Hamlet of Petersburg along Regional Road 6, hence 1.3 km south along road between Townships, also being 1.4 km north along Township Road from Regional Road 4 (Bleams Road) at Mannheim, and is 25.0m west of centreline of gravel road. Tablet is set horizontally in the south face of concrete foundation being 4.08m west of southeast corner and 0.18m below siding.

**WI-40\$DHO\$89-67\$1\$**

**\$\$371.397\$**

One storey yellow brick house (owned by W. Snyder) on west side of gravel road between Townships of Waterloo and Wilmot, being 3.4 km east of the Emmanuel Lutheran Church in the Hamlet of Petersburg along Regional Road 6, hence 2.0 km south along road between Townships, also being 1.0 km north along Township Road from Regional Road 4 (Bleams Road) at Mannheim, and is 36.6m west of centreline of gravel road. Tablet is set horizontally in west (rear) face of concrete foundation being 0.18m north of southwest corner and 0.76m below brickwork (at ground level).

**WI-41\$TOPO\$670087\$1\$**  
**\$\$402.03\$**

Topographical Survey tablet in a concrete pier 0.3m in diameter, at ground level, on south side of Erb Street, 102.7m northeast from Township Road 41, 12.8m southeast from centreline of Erb Street, 3.8m east from northeast corner of hydro tower, 2.1m north of fence.

**WI-42\$TOPO\$670077\$1\$**  
**\$\$361.25\$**

Topographical Survey tablet in a concrete pier 0.3m in diameter and at ground level, east side of Mannheim Road, 0.3 km south of Township Road 41, on top of a 4.0m bank, 58.0m north from northeast corner of a bungalow with light coloured roof, 54.4m north-northeast from northwest corner of the same bungalow, 31.7m southeast from a telephone pole, 13.1m east from centreline of the road.

**WI-43\$RMW364\$3\$**  
**\$\$316.314\$**

Tablet set horizontally in concrete foundation of Weber Castle Building Centre on south side of New Dundee Road. Tablet is set on west side of building at north end at exit door, 0.2 metres below 1<sup>st</sup> row of concrete block wall.

**WI-44\$RMW365\$3\$**  
**\$\$314.584\$**

Tablet set horizontally in south face of concrete headwall on north side of bridge over creek passing under New Dundee Road. Tablet is on east end of wall under bracket for steel handrail at west end of steel guide rail

**WI-45\$RMW366\$3\$**  
**\$\$329.342\$**

Tablet set horizontally in concrete foundation wall on north side of brick building in New

Dundee Cemetery on east side of Regional Road 12 north of New Dundee. Tablet is set 0.3 metres east of northwest corner 0.2 metres below 1<sup>st</sup> course of brick.

**WI-46\$RMW367\$3\$**  
**\$\$339.265\$**

Tablet set horizontally in concrete support for hydro pole with steel risers on side of pole at north side of driveway to brick hydro station inside chain link fence line. Tablet set in south face of support base.

**WI-47\$RMW368\$3\$**  
**\$\$326.425\$**

Tablet is set horizontally in east end of concrete box culvert carrying stream under Regional Road 12, approximately 200 metres south of intersection of Regional Road 2. Tablet is 0.1 metres below top of culvert and 0.1 metres south of northeast corner.

**WI-48\$RMW369\$3\$**  
**\$\$347.713\$**

Tablet is set horizontally in west face of concrete base of bell junction box no. 201-1, 176-1 on east side of Regional Road 12 and south of Wilmot Township Road 6. Tablet is 0.1 metres below top of base and 0.1 metres north of southwest corner of base.

**WI-49\$RMW371\$3\$**  
**\$\$365.566\$**

Tablet is set horizontally in concrete retaining wall along top of bridge carrying Regional Road 12 over Highway 7/8. Tablet is set in west face on south end of wall at end of steel guide rail, 0.2 metres above chamfer and 0.4 metres north of south end of wall.

Notes

Original data received from Region of Waterloo Survey Map book





**MUNICIPAL CONSENT  
REQUIREMENTS MANUAL**

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## **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](mailto: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).

TABLE 1			
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, 3<sup>rd</sup> 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 3<sup>rd</sup> 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 cm<sup>2</sup>. 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 ROWP 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, 3<sup>rd</sup> 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 m<sup>2</sup>;
- 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.



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## **APPENDIX A – RIGHT OF WAY WORK PERMIT FORM**

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

DRAFT