

## Utility Authorization Permit Guidelines

### 1. Overview

The purpose of the Utility Authorization Permit is to provide for an efficient review process to ensure all utility installations, relocations, and repairs within the Town of Tillsonburg Right of Way are adhering to Town Development Guidelines and Design Criteria. The Town of Tillsonburg will ensure that all necessary information is submitted and approved prior to beginning any work within the Town Right of Way.

### 2. Eligibility

Utility Authorization will only be given to utility companies working within the Town Right of Way for the works described in (1) above and below. For all other work within the Town Right on Way, companies and residents are asked to complete an Encroachment Permit.

Utility Authorization Permits are required for:

- Installing new utility infrastructure in the Town Right of Way
- Relocating new utility infrastructure in the Town Right of Way
- Installing new service lines that cross the Town Right of Way
- Repairs to existing utility infrastructure that requires excavation within the Town Right of Way

If you have any questions relating to the Utility Authorization Permit, please contact:

[UAP@tillsonburg.ca](mailto:UAP@tillsonburg.ca)

### 3. Submission Requirements – Incomplete packages will not be approved

1. Completed application form – found on The Town of Tillsonburg website
2. Drawing of the proposed works which must include the following:
  - North Arrow, Legend, Scale
  - Street names and addresses
  - Property lines
  - Existing conditions (i.e. road, sidewalk, driveway, curb, catch basins, maintenance holes, water valves and curb stops, hydro/utility poles, fence, utility pedestals and vaults, existing labelled utilities, sewers, water mains, etc.), complete with dimensions
  - Dimensions must be shown from existing R.O.W. limits
  - Any cuts or excavation pits to be clearly marked
  - Typical Vault/GLB/cabinet details
3. Proposed Traffic Control Plan
4. Liability Insurance Certificate, with \$2,000,000 minimum coverage, identifying The Town of Tillsonburg as an additional insured

#### 4. How to Apply

1. Submit Application Form, Drawing, Traffic Control Plan and Liability Insurance to [UAP@tillsonburg.ca](mailto:UAP@tillsonburg.ca).
  - If a project involves work at more than one location, a separate application is required for each location
  - The section of work shall not exceed 1km in length per application
2. Once submitted and prior to Approval, the Applicant is required to pay a fee of \$100 + hst. Payment is to be made directly on the Town of Tillsonburg website, under Utility Authorization Permit Payment. If you require a receipt of payment, please reach out to [UAP@tillsonburg.ca](mailto:UAP@tillsonburg.ca).
3. If any changes to the application are required, staff will reach out with comments. The Applicant will update the drawing or supporting documentation to reflect Town comments and send back to the Town for review.

#### 5. Review and Approval

The Town of Tillsonburg will review the application within seven (7) business days. Please ensure that your application is fully completed, as incomplete applications will be sent back. Once review is complete and all drawings and documents are deemed satisfactory, the Town will sign the application form, stamp the proposed drawing, and send a pdf copy back to the Applicant for their records. With an approved Utility Authorization Permit, work can be started.

The approved Utility Authorization Permit is valid for 90 days from date of approval. If work has not commenced within 90 days from the date of issuance of this Permit, this Permit will automatically expire. If and when the works are to proceed, a new application and payment will be required.

If proposed construction dates change from what was submitted on the application, the Applicant is to inform The Town at least two (2) business days prior to commencing work.

All construction within the Town Right of Way must be completed in accordance with the Occupational Health & Safety Act. All Traffic Control must be completed by qualified, competent individuals and must follow Ontario Traffic Manual Book 7. Road closures are not permitted without Director Approval, if required, please contact [engineering@tillsonburg.ca](mailto:engineering@tillsonburg.ca).

#### 6. Restoration

Any work that is done within the Town Right of Way upon completion must be restored to the same or better condition. Quality construction practices and materials must be used. The utility and/or its contractor shall be responsible for monitoring and maintaining any excavation sites to a safe standard from the date of excavation until the final restoration is inspected and approved by the Town of Tillsonburg.

Once restoration has been completed, the Applicant is to notify the Town and a Restoration Inspection shall be performed within thirty (30) days of notification. Once restoration is approved, the utility will be notified.

Failure to restore affected areas to the satisfaction of the Town Engineer will result in The Town of Tillsonburg completing the restoration work. The Town shall invoice the Applicant for actual costs of restoration and the Applicant shall reimburse the Town within thirty (30) days of receiving an invoice for payment from the Town of Tillsonburg.

## 7. Design Considerations

The following should be taken in to consideration when designing for utility infrastructure:

- Utility surface features (pedestals, vaults, manholes, etc.) should be placed in locations to not impede nearby businesses or residents. Often, placement adjacent to property lines is preferable.
- Do not impact site lines at intersections.
- Minimum depth of cover within the Town Right of Way shall be 1.2m minimum under roadways and 1.0m minimum under the boulevard.
- Minimum clearances for utility main line:
  - Vertical distance below ditch inverts – 0.9m
  - Vertical distance from Town/County owned infrastructure – 0.6m
  - Horizontal distance from Town/County owned water infrastructure (hydrants, valves, watermain, etc.) – 1.5m
  - Horizontal distance from Town/County owned storm and sanitary infrastructure – 2.0m
- Minimum clearances for utility vaults and structures:
  - Street Furniture – 1.0m
  - Fire Hydrants – 1.5m
  - Valves or Manhole Structures – 1.5m
  - Traffic or Light Poles – 1.0m
  - Entrances – 1.0m

## 8. Application Conditions

A Utility Authorization Permit is issued by The Town of Tillsonburg and the Applicant agrees to the following conditions:

- All requirements of this Permit, or any aspects pertaining to this Permit, shall be to the satisfaction of the Town Engineer or their designate, otherwise the work shall not be commenced until all requirements have been met.
- The Applicant is to obtain all the necessary location information and clearances from other utilities. If other underground utilities exist in the location specified, the applicant agrees to make other arrangements to the satisfaction of all concerned.
- The Applicant is required to verify all property lines. The Town of Tillsonburg takes no responsibility for Utility infrastructure installed on private property either purposely or in error.
- The Applicant shall release, indemnify and save harmless the Town, its councilors, directors, officers, employees, agents, consultants, contractors, assigns, and any others for whom the Town is at law responsible from and against any and all claims, demands, losses, expenses,

costs, including but not limited to reasonable legal fees, damages, actions, suits or proceedings, or any other liabilities which may at any time or from time to time be asserted against, imposed upon or incurred by the Town as a consequence of or in connection with the Utility Authorization Permit, the maintenance, or any other matter relating to the Utility Authorization Permit.

- Permits will not necessarily be processed on the same day they are submitted. The Engineering Department requires up to seven (7) business days for review.
- If proposed construction dates change from what was submitted on the application, the Applicant is to inform the Town at least two (2) business days prior to commencing work.
- This Permit does not relieve the Applicant from the responsibility of obtaining all other necessary permits, approvals, and plant locations as may be required by law.
- At all times the Applicant shall adhere to the provisions as set out by The Town of Tillsonburg for the detour of traffic. The Applicant shall supply all traffic control persons, signs, flashers, barricades and other traffic control devices required to close and detour traffic around the working area in accordance with current edition of the OTM book 7. All traffic control devices are to be erected and maintained at the expense of the Applicant.
- Provide and maintain reasonable local access routes for all property owners or occupants whose access will be affected by the proposed works.
- The Applicant shall be responsible for all damages to all existing infrastructures when such damages arise out of the work undertaken by the Applicant.
- A copy of the Approved Permit and associated Traffic Control Plan must be available on the job at all times.
- If work has not commenced within 90 days from the date of issuance of this Permit, this Permit will automatically expire. If and when the works are to proceed, a new application and payment will be required.
- All property must be returned to pre-construction conditions and the Applicant is to inform the Town once complete. A Restoration inspection shall be performed by Town Inspectors as required upon completion of the work. Applicants shall restore all areas affected by the work to the satisfaction of the Town Engineer or their designate. Failure to do so will result in The Town of Tillsonburg completing the restoration work and the Town shall invoice the Applicant for actual costs of restoration. The Applicant shall reimburse the Town within thirty (30) days of receiving any invoice for payment from the Town of Tillsonburg.
- Upon completion of work, the Applicant shall provide final As-Built drawings to the Town within ninety (90) days.