



MUNICIPAL CONSENT REQUIREMENT MANUAL

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1 General

A Municipal Consent is the municipal authorization for a utility company to occupy a specific location within the City rights-of-way. Standard utility corridors and alignments have been established to avoid conflicts in the planning of projects by various utilities occupying the City'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 or terms of a Municipal Access Agreement (MAA).

All utility work, with a few exceptions, within rights-of-way requires Municipal Consent (MC) from the City's Corporate Asset Management Department and a Right-of-Way Activity Permit (ROWAP) from the Traffic and ROWA Department with the exception of Emergency Works. A ROWAP for utility works will not be granted until MC is approved. 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 (1) year from the date of issuance. If the work is not completed in its entirety within the one (1) year period, the Applicant must reapply for consent to locate the remaining work within the right-of-way.

1.1 Introduction

The objective of the Municipal Consent Requirement Manual (MCR) is to provide for the efficient review of MC applications within the City of Barrie and to protect the interests of the community and permitted utility companies occupying rights-of-way within the City of Barrie.

In the event of a non-standard installation being the only reasonable alternative, the Applicant shall ensure that these MCR are adhered to as close as possible and shall notify the city in writing of any changes.

This document applies to all utility companies, commissions, agencies, boards, associations, and private stakeholders making application for MC to install plant within the right-of-way.

1.2 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:

- Federal and Provincial legislation, including Municipal Access Agreements (MAA) and Franchise Agreements.
- City of Barrie Bylaws
- Municipal Consent Permit
- Municipal Consent Requirements (MCR)

1.2.1 Definitions

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

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

“Municipal Consent” means the permission to install plant within a specific location in the City’s rights- of-way. The process involves a formal drawing submission on the placement of apparatus which has been approved by the City of Barrie’s Corporate Asset Management Department

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

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

“Right-of-way Activity Permit” means a permit issued by the Roads, Parks and Fleet Department for the purpose of authorizing the commencement of all work taking place within the Right-of-way.

“Service Drop” means a section of Plant that by its design, capacity and relationship to the overall Plant can be reasonably considered to be for the sole purpose of connecting the Plant to not more than a single customer or building point but shall not include Plant designed to extend to multiple customers.

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

2 Work Permitted Without MC

The following types of work require only a ROWAP:

- Emergency work required to maintain or restore existing service;
- Repair of existing Plant (same horizontal and vertical location);
- Exploratory work to investigate existing Plant condition;
- 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.

All other types of work require both a MC and a Right-of-way Activity Permit including:

- installing new plant
- making additions or upgrades/alterations to existing plant
- excavating, directional boring and/or drilling within the right-of way

2.1 Emergency Work

Emergency work is permitted prior to submission of a Right-of-way Activity Permit Application as outlined in ROWAP By-law. The completed ROWAP Application must be submitted to the Roads, Parks and Fleet Department on the same day the work is commenced, or if the City 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 Corporate Asset Management Department within 5 business days of the work commencement.

2.2 Service Drops

A ROWAP must be obtained from the Roads, Parks and Fleet 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. Gas service size shall be no greater than 2" (50.8mm) diameter or MC will be required.

3 Right-of-way Activity Permits

Prior to the commencement of work on the Right-of-way, a ROWAP is to be obtained from the Traffic Services and ROWA Department. To apply for a ROWA permit, please visit <https://www.barrie.ca/Doing%20Business/PermitsandLicenses/Pages/ROWAP.aspx>

4 Identification of Capital Work and 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 Corporate Asset Management Department.

5 Municipal Consent Application

Applications for MC shall be made on the standard MC Application Form). The MC Application Form shall be completed in its entirety and be submitted as part of the submission package to municipalconsents@barrie.ca. These forms are available on the City's website at <https://www.barrie.ca/Doing%20Business/PermitsandLicenses/Pages/MunicipalConsentApplication.aspx>.

5.1 Submission Package Requirements

The submission package shall include:

- application form completed in its entirety.
- detailed design drawings, prepared in accordance with the requirements identified in this document.

5.2 Application Drawings Requirements

The following information 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;
- Outlines of adjacent surface and subsurface structures. For the purpose of preparing the application drawings, "adjacent surface and subsurface structures" and "adjacent Plant" shall mean infrastructure that may be impacted by the proposed work or is located less than the minimum clearance distances specified in Appendix 'A';
- Location and Depth of Ditches;
- Description, Location and Dimensions of Existing Adjacent Plant
- Description, Location and Dimensions of Proposed Plant;
- All references to utility depths shall be based on geodetic elevations (See Control Monumentation Map);
- 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 linetypes to distinguish between types of proposed plant.

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

5.3 Pre-Application Review

To avoid the need for redesigns and resubmissions, and to reduce review time, the Technologist will if necessary, within a reasonable time and at no 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.

5.4 Changes to the Permit

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

- meet with the ROWA 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)

5.5 Projects with Multiple Drawings

The Applicant may choose to 'bundle' several drawings together as a single application for projects which involve continuous Plant installation over large distances. The fee for applications with multiple drawings is defined in Section 20.0 MC Fees. In the absence of any

specific instructions, the application will be reviewed as a whole with all drawings being approved simultaneously or all drawings being declined.

5.6 Cancelled Projects

The Corporate Asset Management Department must be notified of any cancelled projects for which a MC Application has been submitted or a MC has been issued.

5.7 Incomplete or Non-Approved Applications

MC Applications that are not in strict conformance with the MC Requirements will not be approved. In the event the application is not approved, the Applicant will be contacted by the Corporate Asset Management Department via e-mail to the address specified on the application. The Applicant will be advised of the specific deficiencies of the application. If the Applicant does not address the deficiencies identified within a reasonable time, the application form will be returned to the Applicant together with a covering letter from the Technologist indicating that a new application is required and MC fee has been forfeited.

5.8 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.
- Does not object to the proposed work as described in the application.
- investigated and declined a joint-build venture with the Applicant.

5.9 Application Review Period

Applications shall be submitted to the Corporate Asset Management 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 Corporate Asset Management 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.

6 Approval Procedures

Upon completion of the MC application review, a copy of the Municipal Consent will be emailed to the Applicant. The issuance of a MC by the City of Barrie does not relieve the Applicant of the responsibility to ensure that the notification requirements are properly carried out and that the appropriate locates and clearances are obtained prior to commencing the installation of the proposed work.

6.1 Review of Applications for Work in or under New Road Surfaces

To ensure the long-term sustainability of the City's infrastructure the ROWAP By-Law 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 3 years old or less, the Corporate Asset Management 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:

- alternative means of meeting the Applicant's servicing objectives by investigating alternate routes, evaluation of existing conduit capacity, 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.

6.2 Disputes

In the event of any dispute regarding the review of a specific application, the Supervisors of Engineering Standards shall make the final determination.

7 Design Guidelines

7.1 Alignments

Installation of plant shall follow the alignments shown in the City of Barrie Standard Drawings. The City, in its sole discretion, may direct the Applicant to propose an alternate alignment if, in the opinion of the Corporate Asset Management Department, the proposed alignment is not in the best interests of the efficient and organized usage of the Right-of-way.

7.2 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.

7.3 Clearance from Other Plant

Horizontal and vertical clearances shall be in compliance with Appendix 'A' Vertical and Horizontal 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 approved, at the discretion of the affected Plant owners and with the approval of the Corporate Asset Management 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.

7.4 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 1.2 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 City of Barrie.

Where an Applicant demonstrates that the depth requirements cannot be met, exceptions may be approved on a case-by-case basis. Applicants should contact the Corporate Asset Management 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 Corporate Asset Management 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.

7.5 Structures with Surface Access

Any new buried structures which have surface access, with the exception of vaults where the structure roof is monolithic with the sidewalk or flush with the surrounding finish grade shall be constructed with the ability for fine adjustment of their elevation to accommodate future changes to surface grading and structurally designed for highway traffic loading.

7.6 Common Trenches

To make effective use of the limited space in the right-of-way, the Corporate Asset Management 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.

7.7 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 Corporate Asset Management 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 City of Barrie..

If the proposed location of the above ground Plant falls within the boundaries of the Business Improvement Area (BIA), the Applicant shall notify the BIA, 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.

8 Installations on City Owned Lands Other than ROW's

Installations on city 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 City of Barrie for work in these locations shall be submitted with the application.

9 Areas of Conservation Authority Regulation

The City of Barrie requires the Applicant to seek approvals from all regulatory authorities prior to submitting the MC application.

10 Abandoned / Decommissioned Plant

The Applicant shall clearly identify all proposed removal or abandonment of Plant on the drawing. The utility company shall continue to be responsible and liable for all abandoned Plant and any issues that arise 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 City of Barrie. 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 City.

During City of Barrie reconstruction projects, the City, 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.

10.1 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).

11 Inspection

The Applicant shall contact the ROWA Department's designated inspector specified by the City of Barrie ROWAP by-law prior to the start of works.

12 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 City of Barrie.

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

Where a Plant is found to be installed without a valid permit and/or in a location other than that approved by the Corporate Asset Management Department, the Applicant may be required to remove the Plant immediately, at its own expense.

13 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 to the ROWA Department or the City of Barrie Municipal Law Enforcement:

- Approved MC and Approved Drawing('s)
- Right-of-way Activity Permit
- Notification to BIA, where applicable
- Any documents required to be kept on-site under legislation

14 Trenchless Installations

Where the work is being undertaken using trenchless installation methods, preservation and protection of existing Plant shall be according to Ontario Provincial Standard 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 backreamer 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 ROWAP By-Law.

15 Municipal Consent Fees

15.1 Application Fee

The fee for MC Applications shall be in accordance with the current City of Barrie's Fees By-law.

15.2 Re-Submission Fee

The fee for MC Applications that do not meet the requirements as set out within this document shall be in accordance with the current City of Barrie Fees By-law.

16 Other Considerations

The Applicant shall comply with all applicable Legislation, City of Barrie By-Laws, City Standards and Guidelines including but not limited to;

- Right-of-way Activity Permit By-law
- Noise By-law
- Public Tree By-law
- Tree Preservation By-law
- Tree Protection Manual
- Urban Design Guidelines
- [Transportation Design Manual](#)

17 City Owned Infrastructure / Joint Use Agreements

When the proposed works involves the removal or the replacement of a utility pole that is being utilized for City of Barrie infrastructure including but not limited to Street Lighting, Traffic Signals, Bus Stop Signs, Parking Signs, and Public Information Signs, the Applicant shall coordinate with the Roads, Parks and Fleet Department for removal and replacement of the City Owned infrastructure prior to submitting the application. The Applicant shall identify all City Owned infrastructures being removed or relocated on the application drawing.

Appendix "A"

Minimum Clearances

| All Dimensions in Millimetres (mm) | Preferred Vertical Clearance | Preferred Horizontal Clearance |
|--|------------------------------|--------------------------------|
| ELECTRICITY | | |
| Hydro One Networks (Ontario Hydro) | | |
| All infrastructure | 1000 | 1000 |
| Powerstream | | |
| Conduits | N/A | 1000 |
| Hydro Chambers | N/A | 1000 |
| Innisfil Hydro | | |
| Conduits | 600 | 600 |
| Hydro Chambers | 600 | 600 |
| City of Barrie Street Lighting | | |
| Streetlighting Duct | 300 | 600 |
| GAS | | |
| Enbridge Gas Distribution | | |
| Gas main < 400mm (16") diameter | 300 | 600 |
| Gas main >= 400mm (16") diameter | 600 | 600 |
| Above-ground regulator stations | ** | 1000 |
| ROAD | | |
| General | | |
| Clearance from road, curb, sidewalks | See MCR | 500 |
| Clearance from Catch Basins | ** | 500 |
| Traffic Signals | | |
| Traffic Signal Duct | 300 | 600 |
| Above-ground plant clearance from Controller Boxes | ** | Front 1500 Side/Back 500 |
| Above-ground plant clearance from Traffic Signal Poles | | 500 |
| Roads Service Communications | | |
| All infrastructure | 300 | 600 |
| RESCU CCTV Cameras | 1000 | 2000 |
| TELECOMMUNICATIONS | | |
| Bell Canada | | |
| All buried infrastructure | 300 | 600 |
| Above-ground infrastructure | ** | 600 |
| Rogers Communications | | |
| All buried infrastructure | 150 | 600 |
| Above-ground infrastructure | ** | 600 |
| Telus Communications | | |
| All infrastructure | 300 | 600 |
| MTS Allstream | | |
| All infrastructure | 300 | 600 |

| All Dimensions in Millimetres (mm) | Preferred Vertical Clearance | Preferred Horizontal Clearance |
|--|------------------------------|--------------------------------|
| TREES | | |
| By-Law 2005-120 (Tree Preservation By-law) | | |
| RAILWAY TRACKS (ACDC) | | |
| Railway Track Allowance | 600 | 500 |
| WATER | | |
| Water Supply | | |
| Inside Diameter < 100mm | 150 | 600 |
| 100mm <= Inside Diameter < 400mm | 300 | 750 |
| Inside Diameter >= 400mm | 500 | 900 |
| Valve Chamber | ** | 600 |
| Fire Hydrants | | |
| Above-ground plant clearance from hydrant | | 1200 |
| Buried plant clearance from hydrant (incl. lead and valve) | 400 | 1500 |
| Wastewater -Storm (incl. CB and sub-drain) | | |
| Inside Diameter < 150mm | 150 | 600 |
| 150mm <= Inside Diameter < 750mm | 300 | 750 |
| Inside Diameter >= 750mm | 500 | 900 |
| Maintenance Hole | ** | 600 |
| Wastewater -Sanitary / Combined | | |
| Inside Diameter < 100mm | 150 | 600 |
| 100mm <= Inside Diameter < 375mm | 300 | 750 |
| Inside Diameter >= 375mm | 500 | 900 |
| Maintenance Hole | ** | 600 |

* Preferred clearances maybe reduced with the written permission of the affect plant owner(s)

** Clearance above and below to be determined on a case-by-case basis