

Municipal Consent Submission and Drawing Requirements

A submission package that does not meet these requirements may be returned to the proponent at the discretion of the United Counties of Leeds and Grenville.

New utility mainline installations, extensions, or above ground plant in the R.O.W. require Municipal Consent with the exemption of the below works:

- Replacement or repair of any existing utility plant or appurtenance
- New or repaired service connections from the mainline to the private property to be serviced
- Works that require minimal or no excavation
- Emergency utility works

Application Requirements for Municipal Consent Request

A copy of the MC application documents shall be sent via e-mail to roads@uclg.on.ca in PDF format with the subject line Municipal Consent Request – County Road Number for processing.

The application must include a **cover letter** with the below details of the proposal:

- A full description of all proposed work including length of installation and dimensions of utility boxes
- Road locations and civic addresses
- Anticipated construction dates when work is expected to be started and completed
- Any other information relevant to the project

Drawing Requirements

Each drawing submission must include the following general information as a minimum:

- Legend, North Arrow, and Key Plan
- Road names and civic addresses
- Property lines
- Ditch line
- Driveways
- Culverts
- Edge of Pavement and Edge of Shoulder
- Guiderails
- Trees
- Signs
- Other above grade infrastructure
- Pedestal and vault details with dimensions
- Details showing compliance with UCLG design and installation guidelines
- Offsets must be shown from the edge of pavement, edge of shoulder, ditch line, and property line to all proposed utility plant

- Proposed utility plant location must be clearly identified and distinguishable from existing
- Depth of proposed plant and duct configuration must be shown in section or profile
- All existing underground utilities (culverts, sewers, watermain, etc.) in proximity to the proposed work must be shown when available
- Drawings must be scaled, and a scale bar included
- It remains the responsibility of the proponent to verify the accuracy of site conditions
- **Acceptable written justification and rationale to be provided to the UCLG for any deviations or extenuating circumstances to the above minimum standard clearances and requirements**

MUNICIPAL CONSENT IS REQUIRED PRIOR TO APPLYING FOR A ROAD CUT PERMIT