

## Municipal Consent Application

<b>DATE:</b> _____	<b>MC Permit #:</b> _____
<b>APPLICATION</b>	
Name of applicant: _____ Mailing Address : _____ Phone : _____ Email : _____ Contact person : _____ Company : _____	
<b>LOCATION</b>	
The following proposed works will be carried out at: _____ _____ dated: _____	
<b>TYPE OF WORK</b>	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Construct/Install New  <input type="checkbox"/> Repair / Replace Existing         </div> <div> <input type="checkbox"/> Relocate Existing         </div> </div>	
<b>WORKS TO BE COMPLETED</b>	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Main Installation  <input type="checkbox"/> Service Connections  <input type="checkbox"/> Excavation Permit  <input type="checkbox"/> Street Closer for activities  <input type="checkbox"/> No Entrance  <input type="checkbox"/> Other _____         </div> <div style="width: 33%;"> <input type="checkbox"/> Pedestal  <input type="checkbox"/> Poles  <input type="checkbox"/> Road Crossing  <input type="checkbox"/> Sidewalk Closure  <input type="checkbox"/> Demolish Building         </div> <div style="width: 33%;"> <input type="checkbox"/> Directional Bore  <input type="checkbox"/> Open Trench  <input type="checkbox"/> Dig and Repair  <input type="checkbox"/> Scaffolding  <input type="checkbox"/> Container         </div> </div>	
Please describe: _____ _____ _____	
<b>CONSTRUCTION PERIOD</b>	
Proposed start date: _____ Proposed completion date: _____	

**WORK DONE BY**☐ Bell Canada☐ Enbridge☐ Cogeco☐ Hydro One / Hawkesbury Hydro☐ Aecon☐ Other \_\_\_\_\_

Contact Name: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

**INSURANCE & INDEMNITY (Minimum \$2,000,000 Liability Required)**

Insurance Provider : \_\_\_\_\_

Liability Insurance Policy No.: \_\_\_\_\_

WSIB (If applicable) : \_\_\_\_\_

**PERMIT FEE****\$100.00**

Payment Method: \_\_\_\_\_

Date: \_\_\_\_\_

I/we hereby apply to the Corporation of the Town of Hawkesbury for permission to construct, alter, change the utility described above and do hereby agree to conform to the Corporation of the Town of Hawkesbury's conditions standards and specifications.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Signature of public works representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please send complete package by mail or electronically to [tp-pw@hawkesbury.ca](mailto:tp-pw@hawkesbury.ca)

**\*\* TOWN USE ONLY \*\***

Permit issuance Date: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_

As-Built Received: ☐ Yes ☐ No**THIS PERMIT EXPIRED ONE (1) YEAR FROM DATE OF ISSUE**

\* Site visited by Public works surintendent prior to start

☐ Yes☐ No

Date \_\_\_\_\_

\* Site visited by Public works surintendent after work is done

☐ Yes☐ No

Date \_\_\_\_\_

\* Site visited by Public works surintendent one (1) year after work is terminated

☐ Yes☐ No

Date \_\_\_\_\_

## Checklist - Work on Town Property

- ☐ Copy of locates of all public utilities.
- ☐ Copy of notice given for trench work to the Ministry of Labour.  
(as per regulation page R-10 – Section 7 – item 2.13.91)
- ☐ Traffic control plan in compliance with MTO (Book 7 latest edition).
- ☐ Proof of insurance liability.  
**Town must be named additional insured on certificate.**
- ☐ Submit work schedule.  
(include estimated cost and list of proposed equipment to be used)
- ☐ Submit the description of road reinstatement.
- ☐ Deposit required \_\_\_\_\_  
(cheque for 100% of estimated costs approved by the Town,  
including engineering services)  
**An amount of money from the deposit will be withheld by the  
municipality for one year, if deemed necessary by the appointed  
engineer or consultant and/or by the Public Works Superintendent.**
- ☐ Permit (\$100.00 fee)

**The applicant will be responsible for all professional and applicable fees.**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

Approval of Public Works Department

Date

### FOR OFFICE USE ONLY

Date received: \_\_\_\_\_ Permit No. \_\_\_\_\_

## **Annex "A"**

### **CONDITION OF PERMIT ISSUANCE**

#### **GENERAL REQUIREMENTS**

1. Please notify the Public Work Department 24h prior to the beginning of work and once the work has begun. Please email us at [TP-PW@hawkesbury.ca](mailto:TP-PW@hawkesbury.ca) or [613-632-0106](tel:613-632-0106), otherwise permit will be revoked.
2. This permit is not valid until a copy, signed by an Infrastructure Services Manager, is received for the Town of Hawkesbury.
3. All changes and/or deviations from the approved plan and/or location shall be subject to re-approval by the Town of Hawkesbury.
4. Two (2) copies of detailed construction plans must be submitted with this permit.
5. All works carried out under this permit must be in conformance with the current standards and requirement of the Town of Hawkesbury.
6. Please provide the contact information for the contractor responsible for the reinstatement.
7. All locates must be up to date and must be provided to the Town of Hawkesbury.
8. The site, as detailed in the approved plans, must be restored to the satisfaction of the Town of Hawkesbury.
9. All works to be completed in accordance with the Town of Hawkesbury latest edition of the Design Guidelines for Municipal Infrastructure available on the Town's website.
10. The Town of Hawkesbury reserves the right to accept or reject a curb cut application or to require a new curb to be poured as per the applicable OPSD and Town of Hawkesbury detail drawing.

#### **INSTALLATION/PLACEMENT**

1. A minimum clearance of one (1) metre must be maintained between existing infrastructure and proposed installations.

2. A minimum depth of one (1) metre below the bottom of an existing ditch must be maintained for all crossings. Depth below rivers, creeks or municipal drains will be determined by the Town of Hawkesbury prior to permit issuance.
3. Approval of proposed installations with less than minimum clearance will require the affected existing infrastructure to be spotted / day-lighted at areas of potential conflict, by means of hydrovaccing, at the Applicant's expenses.

## **ROAD CUT/EXCAVATION**

1. Positive drainage shall be maintained during the course of work.
2. All utilities infrastructure shall be protected and supported, to the satisfaction of the affected utility.
3. The Applicant shall not cut, trim or interfere with any trees (including roots) in the rights-of-way without approval by the Town of Hawkesbury.
4. The Applicant agrees and accepts full responsibility to supply, maintain, clean, and place all barricades, warning signs, delineators, and flashing lights necessary for the protection of the public and safe operation of the installation at the Applicant's own expenses, and comply with all other applicable requirements of the Ontario Traffic Manual, Book 7, latest revision. (Note: this manual depicts minimum standards, additional signing may be required)
5. The road shall not be closed without the written consent of the Town of Hawkesbury.
6. All temporary traffic control and signage during construction shall be in accordance with the latest edition of the Ontario Traffic Manual – Book 7 – Temporary Conditions.
7. Backfill material shall be as per OPSS.MUNI 1010 material specification. Backfill material shall be place in uniform layers not exceeding 300mm compacted thickness. Minimum pipes cover to be in accordance with the Town of Hawkesbury latest edition of the Design Guidelines for Municipal Infrastructure.
8. No gas services parallel and closer than six feet from an existing water or sewer service or line will be permitted. (Waterworks Department)
9. The contractor shall reinstate all disturbed areas during construction to their original condition or better to the satisfaction of the Town of Hawkesbury. All areas to be reinstated before the end of the year.

a) Ensure all existing asphalt edges are sawcut straight and milled. Install tack coat on all milled horizontal and vertical surfaces. Asphalt reinstatement shall be as per OPSS.MUNI 310 and tack coat shall be placed in accordance with OPSS.PROV 308. At the minimum, asphalt pavement structure should be the following or reinstate as per original condition:

- 50mm surface course – HL3 hot mix asphalt PG 58-34 (OPSS.MUNI 1101)
- 50mm binder course – HL8 hot mix asphalt PG 58-34 (OPSS.MUNI 1101)
- 150mm Granular A (OPSS.MUNI 1010) Compacted to 100% SPMDD (OPSS.MUNI 501)
- 400mm Granular B Type II subbase (OPSS.MUNI 1010) compacted to 100% SPMDD (OPSS.MUNI 501)

b) Sidewalk openings (one bay minimum) and curbs to be reinstated with 28-day strength of 32 MPa (Exposure Class C-2) concrete with 5-8% air entrainment. Concrete shall conform with the OPSS.MUNI 1350 and the latest CSA CAN-A23.1/23.2 specifications. Curing compounds shall be white pigmented, Type 2, Class B, as per OPSS.MUNI 1315 and burlap shall be as per OPSS.MUNI 1306.

c) Asphalt sidewalk reinstatement should ensure that all existing asphalt edges are sawcut straight. Install tack coat on all horizontal and vertical surfaces. At the minimum, asphalt sidewalk pavement structure should be the following or reinstate as per original condition:

- 50mm surface course – HL3 hot mix asphalt PG 58-34 (OPSS.MUNI 1101)
- 150mm Granular A (OPSS.MUNI 1010) Compacted to 100% SPMDD (OPSS.MUNI 501)
- 300mm Granular B Type II subbase (OPSS.MUNI 1010) compacted to 100% SPMDD (OPSS.MUNI 501)

d) Ditches/swales disturbed during work shall be reinstated to their original condition ensuring proper conveyance of flows.

e) Disturbed areas are to be finished with 100mm of topsoil and sod.

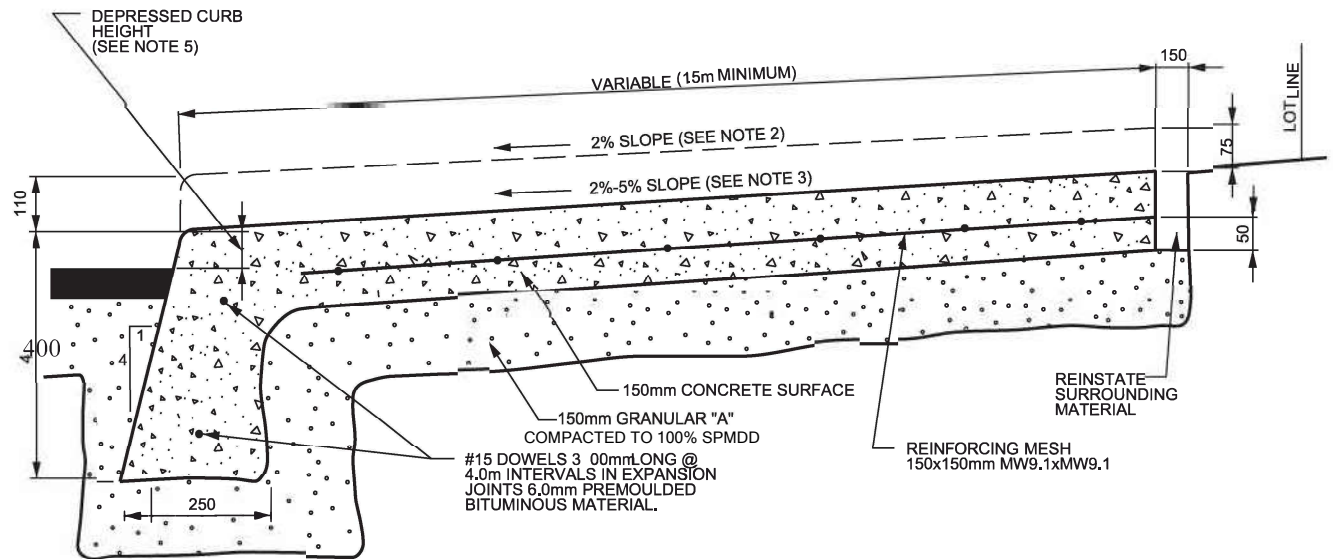
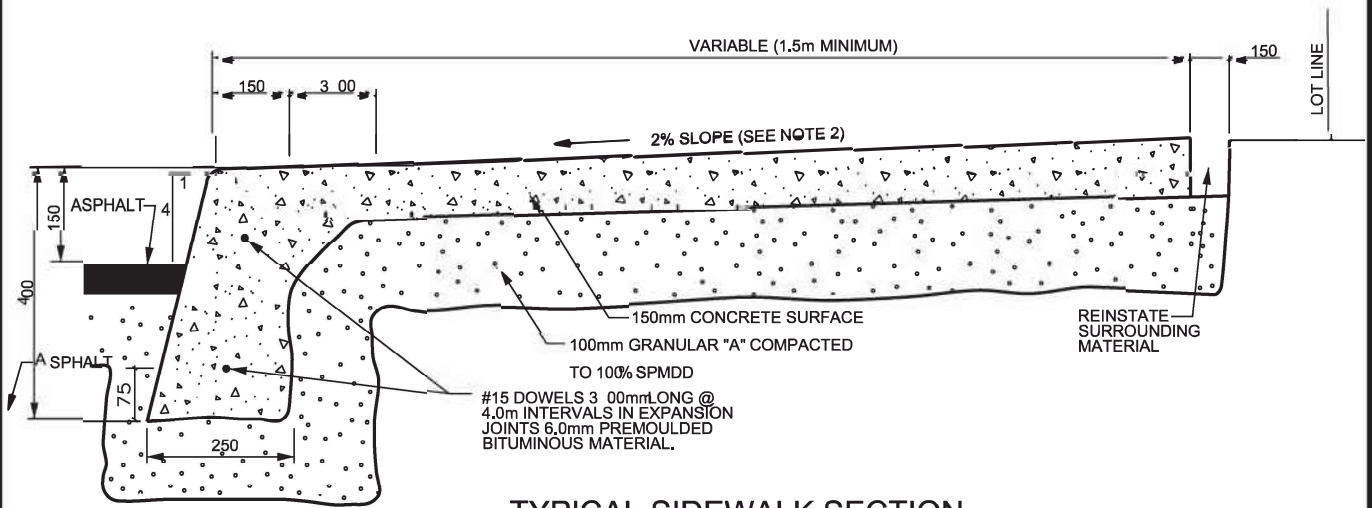
10. All work to be done with directional drilling where possible.

11. If concrete curbs or concrete sidewalks are displaced, they must be reconstructed as per OPSD. Sidewalk at pedestrian ramp or driveway entrance must be completed with reinforcing mesh 150x150mm. New curbs will need to be tie-in into existing curb using 6.0mm premoulded bituminous expansion joint and 2 x #15 dowels 300mm long embed 150mm in existing and epoxy. Existing curb will have to be saw cut vertically straight before installing the 2 x #15 dowels.
  - a) Barrier curb: OPSD 600.110, Barrier with Gutter: OPSD 600.040, Mountable curb: OPSD 600.100
  - b) Sidewalk: OPSD 310.010, Sidewalk adjacent to curb and gutter: OPSD 310.020
  - c) As per Town of Hawkesbury detail drawing.
12. Pipe shall be installed as per OPSD 802.010 and OPSD 1006.010.
13. Compaction of granular shall conform to OPSS.MUNI 501.
14. No construction equipment shall be re-fuelled and maintained within 30m of watercourses, streams, creeks, woodlots or environmentally sensitive areas.
15. Emergency spill kits shall be located on site. The contractor and their staff shall be fully trained on the use of clean-up materials in order to minimize the impacts of accidental spills.
16. Reinstatement must be done within 30 days of work completion. Please email us at [TP-PW@hawkesbury.ca](mailto:TP-PW@hawkesbury.ca) once the work is completed.









**NOTES:**

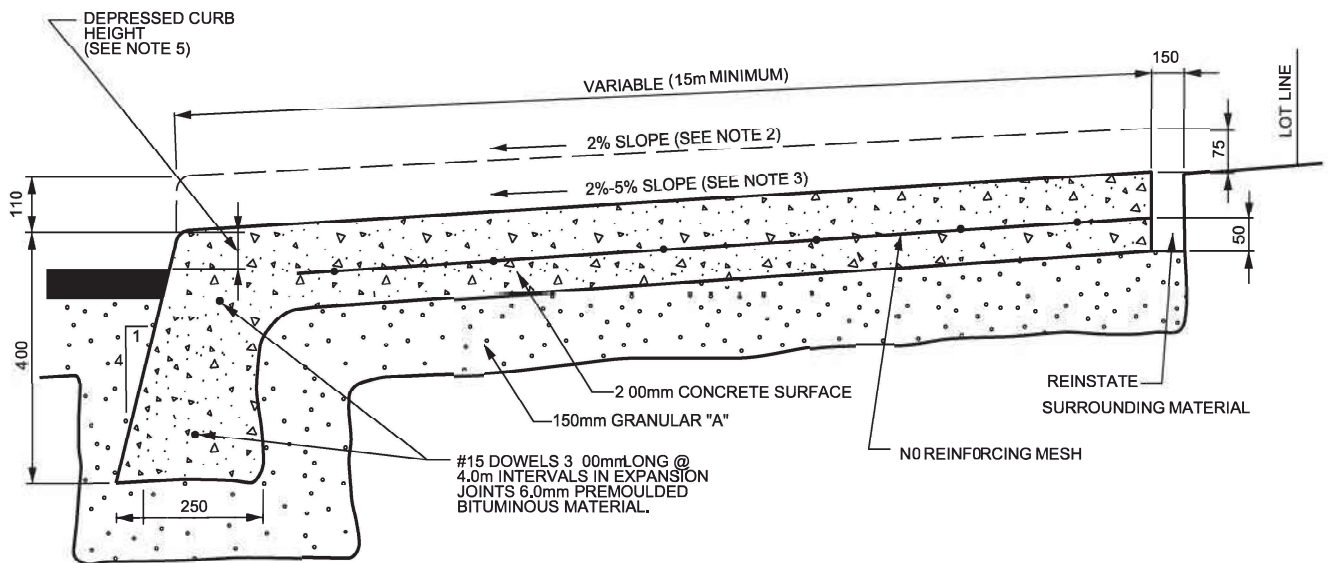
1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SHOWN OTHERWISE.
2. THE MAXIMUM SLOPE IS NOT TO EXCEED 2%.
3. FOR CURB RAMPS, SLOPE OF 2% TO 5%, MAXIMUM 8%.
4. EXPANSION AND DUMMY JOINTS AS PER SC5.
5. DEPRESSED CURB HEIGHT - FOR PEDESTRIAN CURB RAMPS 0 TO 6 mm AND FOR PRIVATE ENTRANCES 0 TO 25mm.

**N.T.S.**



**MONOLITHIC CONCRETE CURB  
AND SIDEWALK**

DATE:	MAY 2001
REV. DATE:	MARCH 2020
DWG. No.:	SC2.1



### SECTION AT PEDESTRIAN RAMP

#### NOTES:

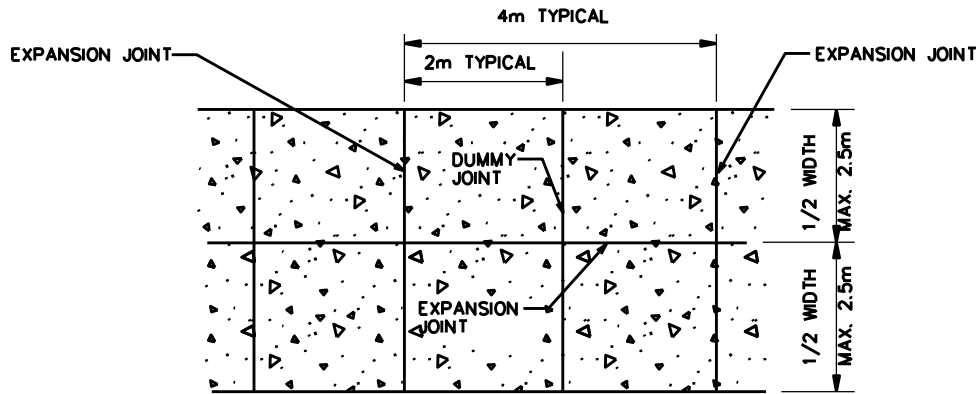
1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SHOWN OTHERWISE.
2. THE MAXIMUM SLOPE IS NOT TO EXCEED 2%.
3. FOR CURB RAMPS, SLOPE OF 2% TO 5%, MAXIMUM 8%.
4. EXPANSION AND DUMMY JOINTS AS PER SC5.
5. DEPRESSED CURB HEIGHT - FOR PEDESTRIAN CURB RAMPS 0 TO 6 mm AND FOR PRIVATE ENTRANCES 0 TO 25mm.

N.T.S.

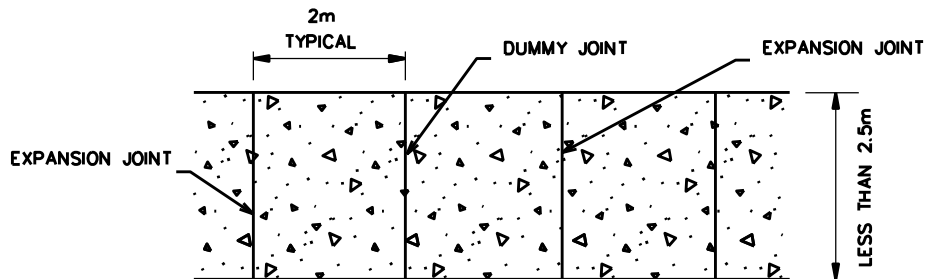


## PEDESTRIAN RAMP: MONLITHIC CONCRETE CURB AND SIDEWALK

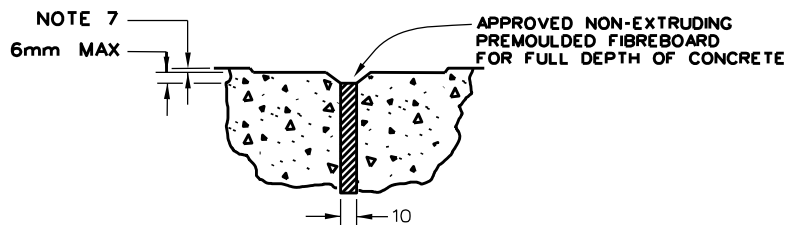
DATE:	MAY 2001
REV. DATE:	MARCH 2020
DWG. No.:	SC2.2



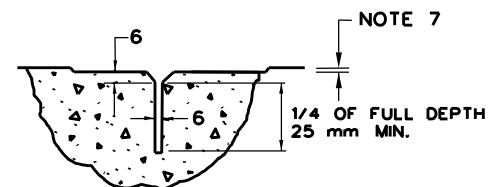
PLAN: SIDEWALK 2.5m WIDE AND OVER



PLAN: SIDEWALK LESS THAN 2.5m WIDE



EXPANSION JOINT PROFILE



DUMMY JOINT PROFILE

**NOTES:**

1. EXPANSION JOINTS IN SIDEWALK SHALL BE IN LINE WITH EXPANSION JOINTS IN CURB.
2. TRANSVERSE EXPANSION JOINTS ARE REQUIRED AT THE ENDS, THE MIDPOINT, AT INTERVALS OF 4m MAXIMUM, AND ALSO TO ISOLATE OBSTRUCTIONS FROM SIDEWALK, HYDRANTS, POLES, BUILDINGS, ETC.
3. EDGES AND JOINTS ARE TO BE FINISHED WITH A 75mm EDGING TOOL.
4. ALL CONCRETE SIDEWALKS ARE TO HAVE A BROOM FINISH UNLESS OTHERWISE SPECIFIED.
5. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SHOWN OTHERWISE.
6. INSTALL DUMMY TRANSVERSE JOINTS AS REQUIRED SO THERE IS A MAXIMUM SPACING OF 2m BETWEEN ALL JOINTS.
7. SMOOTH ALL TOOLED EDGES TO A MAXIMUM DEPTH OF 1mm.



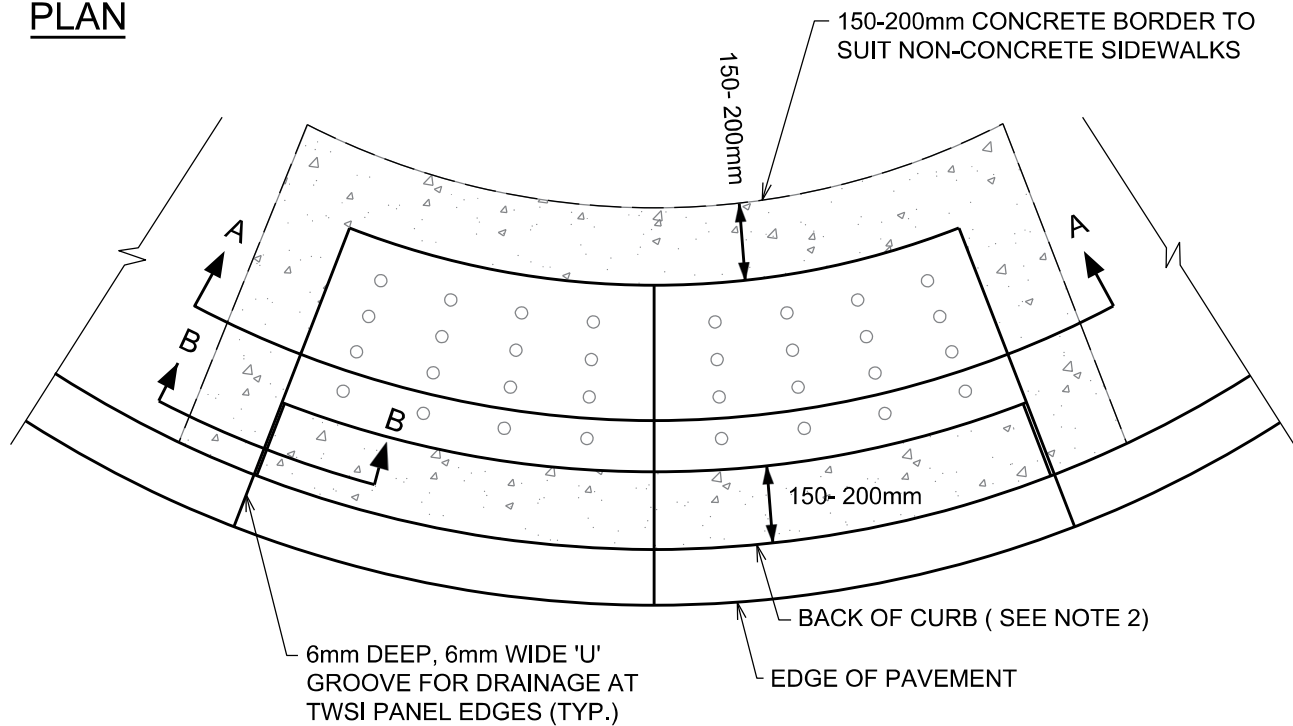
# SIDEWALK CONSTRUCTION JOINTS

DATE: MAY 2001

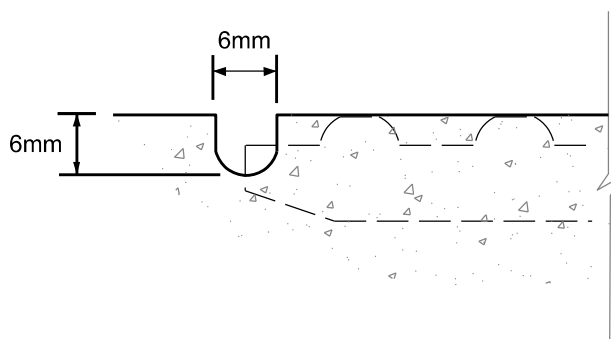
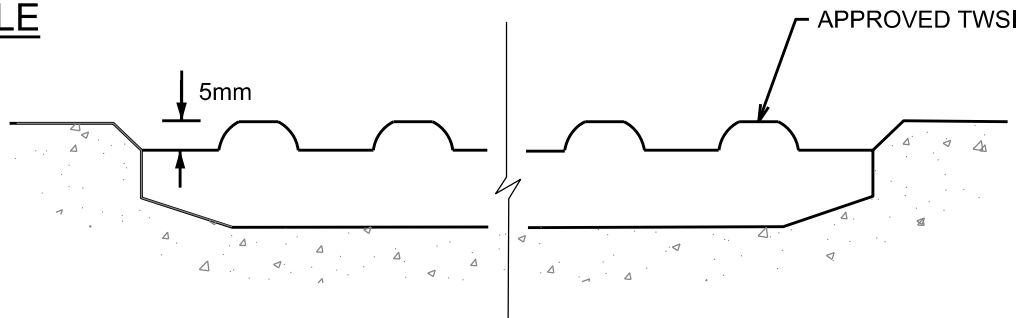
REV.  
DATE: MARCH 2016

DWG. No.: SC5

## PLAN



## PROFILE



### NOTES:

1. TOPS OF TWSI'S (TACTILE WALKING SURFACE INDICATOR) SHALL BE ALIGNED & LEVEL WITH THE ADJACENT CONCRETE SURFACE & INSTALLATION IN WET CONCRETE SHALL BE EFFECTIVE IN PERMANENTLY SECURING THE TWSI IN PLACE ONCE DRY.
2. FOR MONOLITHIC SIDEWALKS, TWSI SHALL BE 300 TO 350mm BACK FROM THE CURB FACE.

N.T.S.



## TWSI DETAIL

DATE: MARCH 2015

REV. DATE: MARCH 2016

DWG. No.: SC7.3