

MUNICIPAL CONSENT REVIEW AND APPROVAL PROCEDURES

1. GENERAL

Only upon receipt of a complete application by the applicant will the Utilities/Plans Coordinator commence the review of the application. Incomplete applications will be returned to the applicant.

Upon completion of the review of the Municipal Consent application, a copy of the approved application will be forwarded to the applicant. In the event the application is not approved, the application form will be returned to the applicant together with a covering letter from the Utilities/Plans Coordinator, which will identify the deficiencies with the application.

The issuance of a Municipal Consent by York Region does not relieve the applicant of the responsibility to ensure that the notification requirements of this procedures manual are properly carried out and that the appropriate stakeouts and clearances are obtained prior to commencing the installation of the proposed work.

2. APPLICATIONS FOR EMERGENCY WORK

The review of applications for Emergency Work will be given priority by York Region. Applications for Emergency Work will normally be processed by York Region within 5 business days upon receipt of a complete application.

3. CHANGE REQUESTS FOR APPROVED WORK

In the event the work, for which Municipal Consent has been issued, requires the relocation of any existing plant then the applicant shall stop or if the work has not commenced, reschedule the work, until such time that York Region has received an application for and approved the proposed location for the relocated Plant.

4. REVIEW OF APPLICATIONS FOR WORK IN OR UNDER NEW ROAD SURFACES

In the event an application is received for work in or under a road surface that is 5 years old or less, the Utilities/Plans Coordinator shall undertake a comprehensive review of the proposed working area, type and methods of construction to mitigate the potential negative impact the proposed work may have on the Road Authorities investment of public funds in the road allowance.

The comprehensive review shall include a meeting with the applicant and its contractor to discuss the following:

- alternative means of meeting the applicant's servicing objectives by investigating alternate routes, availability of spare capacity, reactivation of abandoned plant, utilization of abandoned conduits, trenchless technologies, etc.;
- reason for proposed methods of installation if deemed harmful to the new pavement structure;
- roadway restoration details.

5. SUBMISSION OF SECURITY DEPOSIT PRIOR TO APPROVAL

The Utilities/Plans Coordinator shall be satisfied that the applicant has posted sufficient security with York Region as dictated by the terms of any agreements between the utility company and York Region by means of either a Municipal Access Agreement 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 approval for the Municipal Consent.

The security shall be in the form of an irrevocable letter of credit and in an amount equivalent to the estimated value of the trench backfilling operation and restoration of the Road Allowance in accordance with the road restoration standards of York Region plus a 15% contingency and a 15% administrative allowance. York Region may draw on the letter of credit if the applicant or its Contractor is in non-conformance with the conditions of the Right-of-Way work Municipal Consent. York Region will release the letter of credit upon termination of the warranty period for the work.