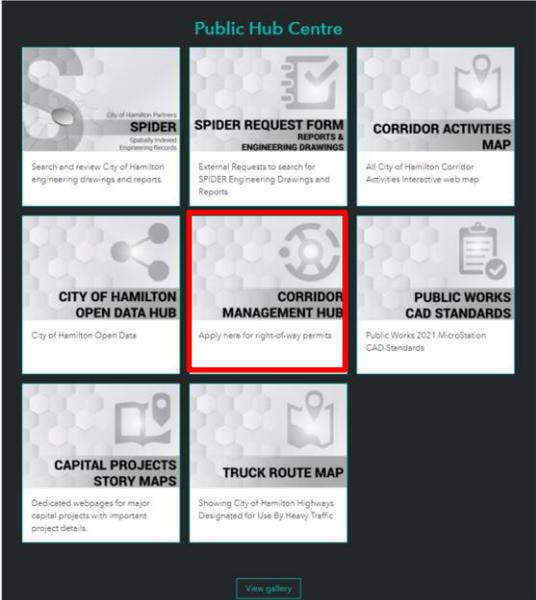
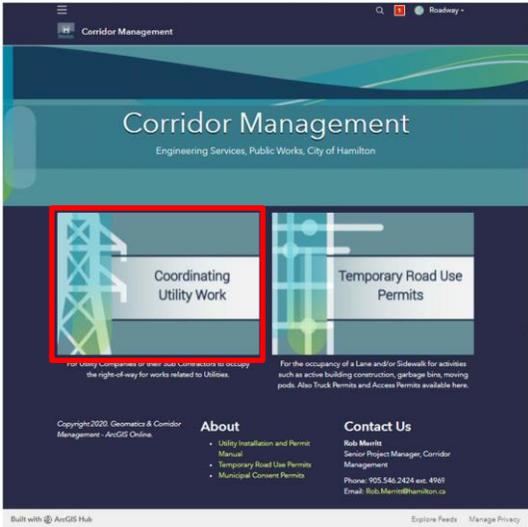


Work Instruction for Municipal Consent Permit Closures

Engineering Services, Right-of-Way Permitting

The purpose of this work instruction is to provide step by step instruction for Utility Companies and their subcontractors on how to apply for a Municipal Consent Permit Closure.

When filling out the Closure, it is mandatory to fill out the required field with an asterisk (*).

Step #	Step Name	Step Description / Screenshots
1a	Digital Submission of Application	<ul style="list-style-type: none"> Website Link: https://hamilton.maps.arcgis.com Click on “Corridor Management Hub” 
		<ul style="list-style-type: none"> Click on “Coordinating Utility Work” 

- Click on "Closure Application for Municipal Consent Permit"



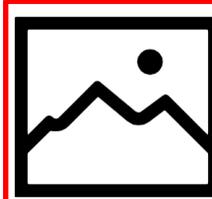
Municipal Consent Application
For Utility Companies to apply for a Municipal Consent Permit

[Click here to apply for Municipal Consent](#)



Utility Temporary Lane and Sidewalk Occupancy
For Utility Companies to apply for a Temporary Lane and Sidewalk Occupancy

[Click here to apply for Utility Temporary Lane & Sidewalk Occupancy](#)



Closure Application for Municipal Consent Permit
For Utility Companies to apply to close Municipal Consent Permit

1b

Digital Submission found using the Permit QR Code

- On the bottom of the Municipal Consent Permit provided is a QR Code that can be loaded on a mobile device (smart phone) and photos of Road Cut locations (see step 2a and 2b) can be added while out in the field. Note that the as-built drawing would need to be on the mobile device to attach as well.



**Corridor Management,
Engineering Services,
Public Works Department,
City of Hamilton**

MC2022-01234
APP-MC-2022-02468
EP12345A
Approved By: John Doe

Long Stream Municipal Consent Permit

Approved: March 14, 2022 --- Expiry: March 14, 2023

14 & 34 Huntingwood Ave

Issued To: Jane Doe
(905) 123-4567
jane.doe@coogeco.com

Cogeco Cable
Project: PRJ-0012345
Work Order: HA123456
Submitted on: November 29, 2021

COMMENTS

Maintenance - Directional bore 1x new 38mm conduit from ped to ped at 34 Huntingwood Ave - ped to property line at 14 Huntingwood Ave

Tree Conflict: No

Approved within this Municipal Consent covers the following placements:

Underground Linear Assets (m):	145
Poles:	0
Guy and Anchors:	0
Transformers:	0
Switching Cabinets:	0
Ground Level Boxes/Vaults:	0
Full Chambers/Police Chambers:	0
Chambers:	0
Cabinets:	0
Pedestals:	0
Manhole Risers:	0
Manhole Rebuilds:	0

CONDITIONS

The applicant will undertake to install the above mentioned plant as shown on the Plan accompanying this application. All installations must comply with the setback and depth of cover standards as outlined on the COH ROW Installation Manual.

It is understood that approval is given subject to application plans meeting plan standards as described in the COH ROW Manual. The applicant is only authorized to install in the approved locations through the permit approval process. In-field adjustment is not authorized and requires amended plan submission and subsequent approval.

To close this permit without additional renewal permit fees:

1. All work is complete and record Work Completed Date (clear of site).
2. As-Built Plan in Adobe Acrobat (.pdf)
3. All Hard Surface Cuts are ready for the City to restore under the Excavation Permit assigned.
4. Locations of Hard Surface Cuts identified (mark-up locations on a plan).
5. Include all of the above and apply to close by filling out the [online form following this link before the expiry date.](#)



Approval Signature: _____

Date: _____

<p>2</p>	<p>Instructions and Preparatory Information</p>	<ul style="list-style-type: none"> Read the introduction information and prepare yourself with the necessary information to proceed. <div data-bbox="597 163 1518 651" style="border: 1px solid red; padding: 10px;"> <p>Municipal Consent Closure Application</p> <p>The following form is for Fully Closing a Municipal Consent Permit where all outstanding work is now complete.</p> <p>Prepared information includes:</p> <ul style="list-style-type: none"> Municipal Consent number Excavation Permit Number (EP) Restored or Ready for Restoration. Date work Started Date work Completed As Built Drawing in Adobe PDF (less than 10 meg file size) Contact Info <p><i>The information completed in this form will be used for the purposes of Municipal Consent Closure requests only.</i></p> </div> <ul style="list-style-type: none"> Check off if Work is complete or not and input the Municipal Consent Number (*) <div data-bbox="597 741 1518 1270" style="border: 1px solid red; padding: 10px;"> <p>ALL WORK IS COMPLETE</p> <ul style="list-style-type: none"> All Double Poles Removed All Hard Surfaces are temporarily restored and ready for City to perform final restoration All Soft surfaces are restored <div data-bbox="651 953 1187 1037"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <p>Municipal Consent Number requesting to Close* (example MC2021-999)</p> <input style="width: 100%; height: 20px;" type="text"/> </div>
<p>2a</p>	<p>Full Closure with all Municipal Consent work completed</p>	<ul style="list-style-type: none"> If all the work is completed, fill in the following fields <div data-bbox="597 1402 1518 1738" style="border: 1px solid blue; padding: 10px;"> <p>ALL WORK IS COMPLETE</p> <ul style="list-style-type: none"> All Double Poles Removed All Hard Surfaces are temporarily restored and ready for City to perform final restoration All Soft surfaces are restored <div data-bbox="651 1606 1187 1711"> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div>

Municipal Consent Number requesting to Close*

(example MC2021-999)

Date Work Started

Date Work Completed*

Excavation Permit Number

if applicable (example EP12345A)

Excavation Permit Comments

If Excavation Permit is **Not used**, please indicate why.

If Excavation Permit is **Needed**, please indicate why.

Attach Plan with Marked locations of Hard Surface Cuts

It is helpful to include marked locations of the hard surface cuts that are ready for restoration on the plan to find them in the field.

Attach Photos of Road Cut(s)

It is helpful to include pictures of the hard surface cuts that are ready for restoration to find them in the field.

As Built Drawing

Adobe Acrobat (.pdf) maximum file size 10 mb

Sign-off that this MC is built as approved by the City*

Sign off that you hold responsibility that all counts and placements of assets accomplished in the work related to this MC are within 1 metre of approved plan and any revisions or changes have been approved by the City Utility Coordinator.



Please sign above the line

Contact the City can use regarding this submission ▼

First Name*

Last Name*

Phone Number*

example (999) 999-9999

Phone Extension

Contact Email*

Only Apply for Full Closure if ALL WORK IS COMPLETE

<p>3a</p>	<p>Submission Completed</p>	<ul style="list-style-type: none"> Your application has now been submitted. <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Great! Your Application was sent successfully. A return email will be sent to the contact email. Thank You for your application for Full closure of this Municipal Consent Permit.</p> <p>Click Here to Apply for another Municipal Consent Permit Closure</p> <p>Click Here to return to the Corridor Management Permitting Directory</p> </div>
<p>2b</p>	<p>Partially Close a Municipal Consent (MC) Permit - Pole Project</p>	<ul style="list-style-type: none"> Click on “No” if there is Outstanding Work (Partial Work Closure). <div style="border: 2px solid #0056b3; padding: 10px;"> <p>ALL WORK IS COMPLETE</p> <ul style="list-style-type: none"> All Double Poles Removed All Hard Surfaces are temporarily restored and ready for City to perform final restoration All Soft surfaces are restored <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <input type="radio"/> Yes </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; border: 2px solid red;"> <input checked="" type="radio"/> No </div> </div> <p>Outstanding work means the Municipal Consent Permit is not ready to Fully Close. <i>However, you may have some hard surface restorations ready for the City to have restored or update the status of some Removed Double Poles that can provide Partial Closure</i></p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>Double Poles Removed: Click here to notify us of the completed transfer and removal of double poles and related Hard Surface Cuts.</p> </div> <p>Hard Surface Restoration Orders: Click here to notify us of the Excavation Permit and Hard Surface cuts that are Ready for Restoration as it relates to a Municipal Consent.</p> <div style="text-align: center; margin-top: 20px;"> <div style="background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block;">Only Apply for Full Closure if ALL WORK IS COMPLETE</div> </div> </div>

- Fill in the fields with the proper information regarding details about the project

Completed Poles under Municipal Consent

Removed Double Poles within the Municipal Consent form can also trigger the need for hard Surface Restoration work associated.

Prepared information includes:

- Municipal Permit Number (example MC2021-999)
- Number of Completed Poles
- List of New Pole Numbers
- Excavation Permit Number (example EP12345A) if applicable
- Marked locations of Completed Poles on a Plan/Drawing labeled with Pole Numbers and hard surface cuts ready to be restored.
- Pictures of up to 10 pole/hard surface cuts,

Municipal Consent Number*

(example MC2021-999)

Number of Poles Completed in Municipal Consent

A Completed Pole requires:

- All Utilities transferred from old pole to new pole
- New Pole Number is Strapped to Pole and annotated on AsBuilt drawing.
- Guy and Anchors, Dips complete
- Old Pole is cut-off and removed
- Ready for Hard Surface Restorations (if applicable)

List New Pole Identification Numbers

Poles with Hard Surface Restoration ready to begin?*

Yes - Have an Excavation Permit (EP) and is now Ready for Restoration

Yes - Need an Excavation Permit (EP) to be assigned and is now Ready for Restoration

No - Hard Surfaces not affected

Excavation Permit Number

(example EP12345A)

Attach Plan with Marked locations of Completed Poles

It is helpful to include the Pole Numbers and where applicable, which locations of hard surface cuts that are ready for restoration.

Select file (support: pdf, doc, docx)

Photos of up to 10 poles

File size at a maximum 10 mb, Please include enough in the picture to be used to help locate the pole and any associated hard surface cuts that are ready for restoration.

1 Select image file (maximum number of files allowed: 10) 

Contact the City can use regarding this submission

First Name*

Last Name*

Phone Number*

example (999) 999-9999

() -

Phone Extension

Contact Email*



Only Apply here if for a Partial Municipal Consent Closure

<p>3b</p>	<p>Submission Completed</p>	<ul style="list-style-type: none"> Your application has now been submitted. <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Great! Your Application was sent successfully. A return email will be sent to the contact email. Thank You for your application for notifying us of the Completed Poles in your Municipal Consent Permit where double poles have been removed and ready for Hard Surface cuts restoration.</p> <p>Click Here to Apply for a Municipal Consent Permit Closure</p> </div>
<p>2c</p>	<p>Partially Close a Municipal Consent (MC) Permit - hard surface cuts with no new poles</p>	<ul style="list-style-type: none"> Click on “No” if there is Outstanding Work (Partial Work Closure). <div style="border: 2px solid #0056b3; padding: 10px;"> <p>ALL WORK IS COMPLETE</p> <ul style="list-style-type: none"> All Double Poles Removed All Hard Surfaces are temporarily restored and ready for City to perform final restoration All Soft surfaces are restored <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <input type="radio"/> Yes </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; border: 2px solid red;"> <input checked="" type="radio"/> No </div> </div> <p>Outstanding work means the Municipal Consent Permit is not ready to Fully Close. <i>However, you may have some hard surface restorations ready for the City to have restored or update the status of some Removed Double Poles that can provide Partial Closure</i></p> <p>Double Poles Removed: Click here to notify us of the completed transfer and removal of double poles and related Hard Surface Cuts.</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Hard Surface Restoration Orders: Click here to notify us of the Excavation Permit and Hard Surface cuts that are Ready for Restoration as it relates to a Municipal Consent.</p> </div> <div style="text-align: center; margin-top: 20px;"> <div style="background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block;"> Only Apply for Full Closure if ALL WORK IS COMPLETE </div> </div> </div>

Hard Surface Cuts Ready for Restoration under Municipal Cons...

The following form is to provide information used to notify the City the orders to Restore some of the hard surface cuts (not associated to completed poles) under an open Municipal Consent.

Prepared information includes:

- Municipal Permit Number (example MC2021-999)
- Excavation Permit Number (example EP12345A) if applicable
- Number of Cuts
- Marked locations of Cuts on a Plan/Drawing
- Pictures of up to hard surface cuts

*Maximum of 10 cut locations submitted in this form. If more than 10, add additional submissions of this form.

Full or Partial Closure of Municipal Consent with Hard Surface Cuts to Restore?*

Yes - Full Closure with All Municipal Consent Work Completed

No - Partial Closure of ongoing Municipal Consent but with some Hard Surface Cuts ready to Restore

Only Apply here if for a Partial Municipal Consent Closure

- Fill in the fields with the proper information regarding details about the project

Completed Pole(s) with associated Hard Surface Restorations?*

Yes - Pole Related

No

Municipal Consent Number*

(example MC2021-999)

Excavation Permit Number*

(example EP12345A)

Excavation Permit Comments

If an Excavation Permit was not acquired before cuts were made into Hard Surface please indicate an Excavation Permit is **Needed**, please indicate why.

1000 

Attach Plan with Marked locations of Hard Surface Cuts

It is helpful to include marked locations of the hard surface cuts that are ready for restoration on the plan to find them in the field.

Select file (support: pdf, doc, docx)

Photos of up to 10 cuts

File size at a maximum 10 mb, Please include enough in the picture to be used to help locate the cut. If the background shows a building with a address number or other recognizable features to assist finding the cut locations in the field.

1Select image file (maximum number of files allowed: 10)



Contact the City can use regarding this submission

First Name*

Last Name*

Phone Number*

example (999) 999-9999

Phone Extension

Contact Email*

Only Apply here if for a Partial Municipal Consent Closure

3c	Submission Completed	<ul style="list-style-type: none">Your application has now been submitted. <div data-bbox="734 88 1408 634" style="border: 1px solid gray; padding: 10px;"><p>Great! Your Application was sent successfully. A return email will be sent to the contact email. Thank You for your application for notifying us of the Hard Surface Cuts in your Municipal Consent Permit that are ready for restoration.</p><p>Click Here to Apply for a Municipal Consent Permit Closure</p><p>Click Here to return to the Corridor Management Permitting Directory</p></div>
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