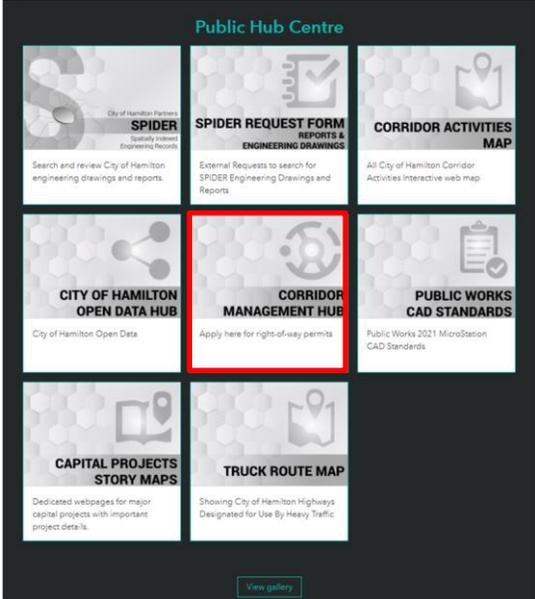
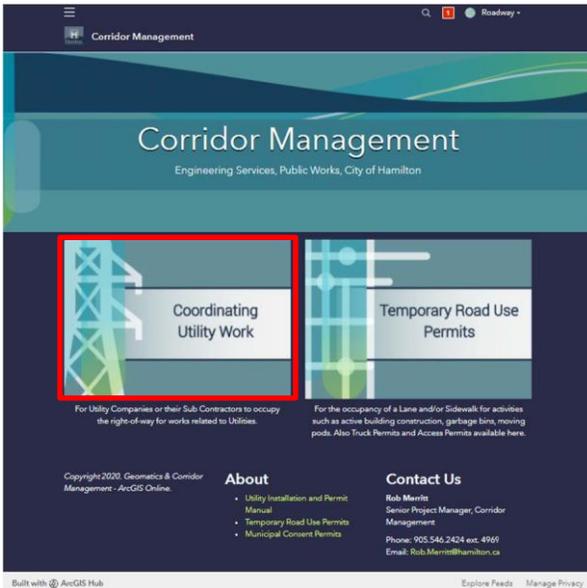


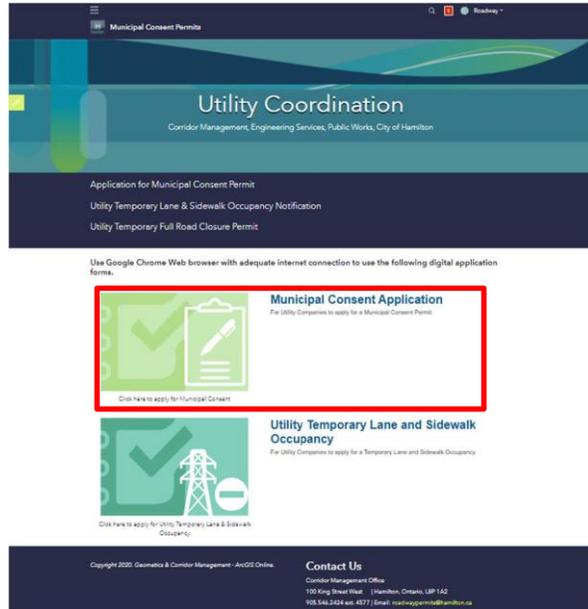
# Work Instruction for Municipal Consent Applications

## 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 an Municipal Consent Application.

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

- Click on “Municipal Consent Application”



- Read the introduction information and prepare yourself with the necessary information to proceed.

2

Instructions and Preparatory Information

**APP Municipal Consent Submission**

**Digital Submission of application for Municipal Consent for Utility Installation in the road Right-of-Way.**

Application submission for Municipal Consent for Utility work in the Road Right-Of-Way.

All application submissions must follow the **Right-of-Way Utility Installation and Permit Manual Guidelines**. [Click here for more Details](#)

*If a project involves work at more than one location, send us a separate application for each location.*

False information or missing information will result in delays as we clarify your application. Your thorough and complete data entry will ensure you gain the best outcome via the approval process. The anticipated fee for your application is initially based on the details you provide, however may be subject to change if we have identified the information doesn't match the application submitted. Delays in approval of your application for Municipal Consent, can be mitigated by your diligence in filling all the necessary information in this submission form, accurately. We will be in communications with the recorded contact person/email you provide as soon as possible.

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Selecting the Access Type

- Select if you are part of an Utility Company or part of the City of Hamilton Planning & Economic Development Department
- Fill in the email address that will be used to communicate file submission and status changes

### APP Municipal Consent Submission

#### Submission Intake

You are a\*

Utility Company Employee applying for asset Installation/Maintenance work

Development Planner, City of Hamilton Planning & Economic Development Department to connect into existing Utility assets for Subdivision

#### Need submission approval of Utility Company

You are submitting an application on behalf of the Utility Company. This submission will not be reviewed until the Utility Company has acknowledged the submission of this application. You must include the Utility Company Contact information below for the notification of the submission. The Utility Company must reply to us that the submission is in their interest and ready for City to review. If such **Utility Company acknowledgment isn't provided after 30 days from this submission, the submission has expired and digital submission will be deleted.**

Require to include;

1. Your contact information is critical for us to send verification of your application submission.
2. Description of work and quantity of assets to determine the Permit fee.
3. Attachment of Plan that conforms to drawing specifications (pdf only).

#### Utility Company Email Notification Email\*

Email inbox for communicating file submission and status changes. \* Required for submissions on behalf of the Utility Company

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- Fill in Applicant Information

4

Applicant Information and Contact

APP Municipal Consent Submission

Applicant Information and Contact

Applicant (contact assigned to submission) ▼

First Name\*

Last Name\*

Title

Employee Number or (PEIN)

Phone Number\*

Contact Email\*

Back

Next

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

5

### Utility Work Project Description

#### APP Municipal Consent Submission

##### Utility Work Project Description

**What Utility Company?\***  
What Utility Company is the submitted request for Municipal Consent being applied?

This is a required question

**What is the Project Name?\***

**Associated Utility Company Work Order**

**If known, add Proposed Start Date of Work to Commence**

**If known, add Proposed Finish Date of Work to Complete**

**Location Description**

**Point on the Map\***  
Be sure the location of the **POINT ON THE MAP IS AT THE CORRECT LOCATION** of the occupancy. Zoom in close using the "+" button to verify accuracy.

Find address or place

Esri, NASA, NGA, USGS | Esri Canada Powered by Esri

Lat: 43.27362 Lon: -79.83856

		<p><b>Description of Work*</b></p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p style="text-align: right;">1000</p> <p><b>Insurance Coverage for Work*</b></p> <p>Coverage of work as well as naming the City Of Hamilton in the Policy</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p> <p> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Next"/> <span style="float: right;">Page 4 of 6</span> </p>
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<p><b>6</b></p>	<p><b>Mitigate Impact and Requirement of Excavation Permit</b></p>	<ul style="list-style-type: none"> <li>• Select if the project has any tree conflict or not</li> <li>• Select if an Excavation Permit is needed or not for the project</li> </ul> <div style="border: 2px solid #0056b3; padding: 10px;"> <p style="background-color: #d9c7a1; padding: 5px;"><b>APP Municipal Consent Submission</b></p> <p><b>Mitigate Impact and Adversity</b></p> <p><b>Tree Conflict?*</b></p> <p> <input type="radio"/> No         <input type="radio"/> Yes       </p> <p><b>Excavation into Hard Surfaces within the Road Right-of-Way?*</b></p> <p>Request a Permit for an excavation and restoration of Hard Surfaces.</p> <p> <input type="radio"/> No         <input type="radio"/> Yes       </p> <p> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Next"/> <span style="float: right;">Page 5 of 6</span> </p> </div>
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7

Assets for Installation/  
Maintenance set out  
in plan and  
Submission of the  
Application

- Fill the fields with the right information regarding the assets that will be installed/maintained within the project

APP Municipal Consent Submission

Assets for Installation/Maintenance Set out in Plan

Underground Linear Assets in Plan?\*

No

Yes - Up to 100 m total length

Yes - Over or 100 m total length

Utility Poles in the Plan?\*

No

Yes - Up to 25 Poles

Yes - More than or 25 Poles

Number of Switching Cubicles

Number of Transformers

Number of Pull Chambers/Splice Chambers

Number of Ground Level Boxes

Number of Cabinets

		<p><b>Number of Pedestals</b></p> <p><input type="text" value="12&lt;sup&gt;3&lt;/sup&gt; 0"/></p> <p><b>Attach Plan*</b></p> <p><input type="text" value="Select file (Support: pdf)"/></p> <p><b>Other Attached Documents</b> Maximum size of the file is 10 MB</p> <p>1 <input type="text" value="Select file (maximum number of files allowed: 5, support: pdf, xls, doc, xlsx, docx, pptx, ppt)"/></p> <p><b>Signature*</b></p> <div style="border: 1px solid #ccc; padding: 10px; min-height: 150px;"> <div style="text-align: right; margin-bottom: 5px;"></div> <hr style="border-top: 1px dashed #000; margin-top: 100px;"/> <p style="text-align: center; margin-top: 5px;">Please sign above the line</p> </div> <p style="margin-top: 10px;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Submit"/> <span style="float: right; margin-left: 50px;">Page 6 of 6</span> </p>
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7	Submission Completed	<ul style="list-style-type: none"> <li>Your application has now been submitted for review.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; margin: 10px auto; width: 80%;">  <p><b>Great! Your Application was sent successfully.</b> A return email will be sent to the contact email/Utility email. Thank You for your application for a Municipal Consent Permit.</p> <p>Click Here to return to the <a href="#">Corridor Management Permitting Directory</a>.</p> </div>
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