

## Appendix Q

# Permit Drawing Standards

Sketches or drawings submitted with Short or Full Stream Permit Applications shall conform to the standards below. In all cases, the drawing, which shall not exceed 36"x 48", conforming to the following standards, shall accompany the Application.

### **Emergency Utility Cut Permit Applications**

#### ***Sketch Requirements***

The object of the Sketch for the Emergency Application is to identify the work location, as accurately as possible, for permit issuance, tracking, repair and traffic disruption purposes. The City must be able to determine conflicts with the Moratorium, current Capital programs and previously issued permits.

1. Complete the Application Form. See [Appendix K, Municipal Consent Application Form](#).
2. Mark north point as indicated in sketch box.
3. Dimension with S.I metric units. Requirement is to locate proposed work in terms of X and Y dimensions relative to adjacent street lines.
4. Include building address at/near the proposed work and names of primary street and adjacent side streets. If a municipal address is not available, provide tie-in dimensions from the location of the work to the nearest intersection of street lines or curb lines.
5. Indicate plant length in the text box or on the sketch in the application form. Depth of cover is always assumed to be minimum as per [Appendix J, Depth of Cover](#). Show line location of the proposed work for new laterals, etc., versus X marks the location for spot repairs to existing facilities.

## Short Stream Utility Cut Permit Applications

### ***Drawing Requirements***

The object of the Drawing Short Stream Application is to identify the work location, as accurately as possible, for permit issuance, tracking, repair and traffic disruption purposes. The City must be able to determine conflicts with the Moratorium, current Capital programs and previously issued permits.

1. Complete the Application Form. See [Appendix K, Municipal Consent Application Form](#).
2. Plot the drawing to scale and dimension with S.I. units. Requirement is to locate work in terms of X and Y dimensions relative to adjacent street lines.
3. Include building address at/near the proposed work and names of primary and adjacent side streets. If a municipal address is not available, provide tie-in dimensions from the location of the work to the nearest intersection of street lines or curb lines.
4. Provide a legend on the drawing referencing the planned or typical depth of cover according to [Appendix J, Depth of Cover](#), and any known deviations. Indicate plant length. Indicate type of installation and identify plant to be installed. Drawing must stand alone.
5. Identify horizontal control monuments and trees with their approximate diameter and all known surface and subsurface features that may be impacted by the proposed work, if identified on the base map provided by the City
6. Provide as-constructed drawing if required by the City when an existing corridor is extended to accommodate new plant or when new Short Stream plant of nonstandard, non-90 degree lateral design is proposed.
7. Drawing Scale:
  - Where City base map is available, use scale of 1:200 horizontal and 1:100 vertical.
  - Where City base map is not available and street is an arterial or collector (MCR Appendix S), use scale of 1:200 horizontal and 1:100 vertical
  - *Note:* See Pole Drawing Requirements on page 3 of this chapter.

## **Full Stream Utility Cut Permit Applications**

### ***Drawing Requirements***

Drawings accompanying Full Stream Permit Applications shall:

1. Be plotted to a scale of 1:200 horizontal and 1:100 vertical and be dimensioned with S.I. units.
2. Include a North arrow pointing up or to the right and a key map.
3. Include street names and building addresses near the proposed work. If a municipal address is not available, provide dimensions from the location of the work to the nearest intersection of street lines.
4. Show horizontal control monuments within 5 metres of the proposed work.
5. Illustrate and clearly label street lines, road pavement, sidewalks, driveways, boulevards and curbs. Identify street furniture including vaults, transformers, pedestals, regulators, hydrants, poles etc., and structures such as areaways, TTC tracks and entrances, tunnels, encroachments etc. which may impact on the work.
6. Identify, either in the body of the drawing or in the Legend Box, the plant or service to be put into the ground. Identify plant to be abandoned.
7. Where above ground plant is proposed, show all existing above ground plant within 10 metres.
8. Provide tie distances from the proposed work to adjacent street lines. Define start and end of the construction with tie-in dimensions to the nearest intersection.
9. Show proposed work with a bold line on the drawing and identify it as such in the legend.
10. Show typical depth of cover as required in Appendix O. Indicate any proposed deviation in depth, approximate length and outer dimensions of plant, including duct size and configuration.
11. Illustrate trees, tree pits and planters.
12. Indicate the construction method and related details for the installation of the underground plant.
13. Provide a cross-section view of proposed plant below grade where required for clarity.
14. Illustrate existing underground services within a 2 metre buffer zone around the proposed underground plant. In lieu of a composite drawing, copies of adjacent utilities' up to date as built drawings may be attached to the application.
15. Include in the General Conditions that minimum clearances from other services as are to be maintained. See [Appendix O, Vertical and Horizontal Clearance Guidelines](#).



Hamilton

Public Works Department

**ROW Utility Installation  
and Permit Manual**

Engineering Services  
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**Pole Drawing Requirements**