

MUNICIPAL CONSENT DESIGN GUIDELINES FOR UTILITIES

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1.0 PURPOSE AND DESCRIPTION OVERVIEW

1.1 Description Overview

Dufferin County manages 316 kilometers of roads, including key arterial routes critical for agricultural, commuter, and tourism traffic. Dufferin County's Municipal Consent (MC) process for utility companies ensures that installations, relocations, and repairs within County Road rights-of-way (ROWs) align with the County's infrastructure goals, environmental standards, and public safety requirements

1.2 Purpose

This document applies to all utility companies, commissions, agencies, boards, associations, municipal departments and private stakeholder applicants proposing to undertake work within the County of Dufferin's right-of-way. **All works within the right-of-way requires a Dufferin County issued Road Occupancy Permit.** Dufferin County Road Occupancy Permit Applications forms can be downloaded from The County's website at www.dufferincounty.ca/roads-infrastructure/road-occupancy-permit

The Municipal Consent Guidelines described herein provides for the efficient review of applications, pertaining to utility and any other structure installations that may conflict with utilities within the County of Dufferin's roads and right-of-ways, or other lands owned and maintained by the County of Dufferin.

Adherence to these requirements will protect the interests of the County of Dufferin, the community, and utilities occupying the right-of-way. To this end, all applications are reviewed with consideration to their impact on the physical and social environment and the County's infrastructure. It is important that these objectives are taken into consideration in the planning and design of all work being proposed and carried out within the roads, right-of-way, or other lands owned and maintained by the County of Dufferin.

The County of Dufferin emphasizes that all utilities and third parties must work together and with the County to achieve the protection of the existing and proposed underground infrastructure and effect initial optimum strategic placements in such a manner as to enable future installations and works. Accordingly, submissions must clearly state why a particular design and placement location was undertaken. Locations chosen for purely economic reasons may not be acceptable.

1.3 Purpose of this Criteria**Alignment with By-Law 2025-02**

- Provide clarity through defining the County fee structures, ensuring and equitable approach for all parties involved.

Integration with County Road Standards

- Protect key infrastructure from unnecessary disruption or damage while maintaining traffic flow on critical transportation corridors.

Operational Efficiency

- Streamline the application process, minimizing delays while ensuring compliance with corporate standards and procedures.

Support County Operations

- Track and monitor activities within the County right of way minimizing work zone overlap and potential conflicts between constructors.

1.4 Municipal Consent is required when:

- a. Performing maintenance to existing plant.
- b. Installing a new plant.
- c. Making additions, upgrades or alterations to existing plant.
- d. Excavating, directional boring and/or drilling within the County right-of-way.
- e. Any activity scheduled within the County's right of way that may cause change, or alter the original conditions of the County's property.

1.5 Municipal Consent is NOT required when:

- a. Emergency or general repairs.
- b. When previous agreements have been developed between the applicant and County.
- c. When governed by provincial or federal legislation.

Please note that a Dufferin County issued Road Occupancy Permit is required for any activity within the County's Road corridor regardless whether or not Municipal Consent applies.

2.0 DESIGN SUBMISSION REQUIREMENTS

2.1 Submission Applications:

As of January 1, 2025, Municipal Consent applications have been divided into two separate application types, Major and Minor. To assist in clarifying this classification, please see the chart below:

Note: The County reserves the rights to determine if the application is major or minor. The chart below is a reference guide to assist the applicant.

Criteria	Major	Minor
Scope	Projects spanning more than 100 meters or involving multiple locations, often affecting significant stretches of County Roads	Projects confined to a single site or spanning less than 100 meters. These are small-scale or localized works.
Infrastructure Impact	Significant Impact to County Infrastructure. Will be determined by County staff	Minimal alterations or repairs
Traffic Disruption	Requires long-term lane closures, detours, or extensive traffic control measures that impact major County Roads	Short-term, localized and no significant impact to County Roads
Regulatory Requirements	Necessitates reviews by multiple agencies (e.g., Ministry of Transportation Ontario (MTO) , Conservation Authorities, etc.).	Requires minimal oversight, with no external agency approvals or complex regulatory requirements.

2.2 Major Applications:

A **Major Application** is typically defined by the criteria listed below.

Criteria for Classification

1. Scope of work:

- a. Utility installations or relocations spanning more than **100 metres** or involving multiple locations along County Roads.
- b. Projects involving new infrastructure such as but not limited to pipelines, telecommunication systems, or hydro transmission lines etc.

2. Review and Approval Timeline:

- a. Typical response time 2–4 weeks, depending on complexity of the application.

Submission Requirements**1. Application Form and Fees**

- a. Completed **Municipal Consent Application Form** and submit fee as per User fee -bylaw.

2. Project Description and Plans

- a. Detailed description describing the scope of the project.
- b. Justification for the location and alignment of utility installations within the County's Right of Way (ROW).
- c. Full-scale drawings showing but not be limited to the proposed work, including dimensions, clearances, and ROW boundaries etc.
- d. Details of road crossings, excavation zones, pole placements, or underground installations etc.
- e. Show depth, location relative to existing infrastructure, and proximity to sensitive assets (e.g., culverts, bridges).
- f. Comprehensive plan detailing traffic control measures during construction, including but not limited to, lane closures, detours and traffic control signage. Traffic control and temporary work zone conditions must be in accordance with the most recent and applicable edition of the **Ontario Traffic Manual (OTM)**
- g. Include any permits or approvals from external agencies having jurisdiction within the proposed work site (e.g., **Ministry of Transportation Ontario (MTO)**, Conservation Authorities).
- h. Environmental assessments or geotechnical reports, if required.

- i. Detailed plan for restoring the ROW to its original condition post-construction, including but not limited to Resurfacing, grading, and vegetation replacement, where applicable

Note: The County reserves the right to ask for additional information during the require of the municipal consent application and it will be up to the County's discretion.

2.3 Minor Applications:

A **Minor Application** typically applies to projects with one location, or less than 100m in length.

Criteria for Classification

1. Scope of work:

- a. Confined to a single location or spans less than **100 metres**.
- b. Includes routine utility repairs, upgrades, or small-scale installations, such as service connections when there is no previous Operating Agreement, or Franchise Agreement developed between the Applicant and the County.
- c. Any work proposed within the County right of way that is not considered a **Major Application**

2. Review and Approval timeline:

- a. 1–2 weeks, depending on complexity of the application.

Submission Requirements

1. Application Form and Fees

- a. Completed **Municipal Consent Application Form** and submit fee as per user fee by-law.

2. Project Description and Plans

- a. Detailed description describing the scope of the project.
- b. Overview of the work area and expected duration.
- c. Full-size drawings, drafted to an appropriate scale showing but not be limited to the proposed utility alignment or work zone, including dimensions, clearances, and ROW boundaries etc.
- d. Details of road crossings, excavation zones, pole placements, or underground installations etc.

- e. Comprehensive plan detailing traffic control measures during construction, including but not limited to, lane closures, detours and traffic control signage. Traffic control and temporary work zone conditions must be in accordance with the most recent and applicable edition of the Ontario Traffic Manual (OTM).
- f. Outline of post-construction restoration, including not limited to filling of trenches, compacting, and surface repair (e.g., asphalt or gravel).

Note: The County reserves the right to ask for additional information during the require of the municipal consent application and it will be up to the County's discretion.

Fee Payment Chart

Classification	Administration Fee	Technical review Fee	Total
Minor Submission	\$60.00	\$90.00	\$150
Major Submission	\$60.00	\$300.00 + \$180 per km of plant infrastructure	\$360.00 plus \$180 per km for length exceeding 100m

Once the submission criteria is determined, please proceed to the Municipal Consent Application and payment form found on the County website. Any questions or concerns can be addressed to publicworks@dufferincounty.ca

3.0 DESIGN PARAMETERS:

The following parameters align with the attached figures. These parameters are to be followed, and the figures are to be included where applicable within each drawing submission package.

- a. Figure A – Typical Utility Cross Section
- b. Figure B – Typical Utility Plan View
- c. Figure C – Typical Bridge or Culvert Utility Detail

Where the above noted figures are applied it is to be highlighted on the plans. For example; when utilities cross under or adjacent to and existing bridge or culvert structure

the drawings will note the applicable figure as follows: **“Refer to Dufferin County Figure C - TYPICAL BRIDGE OR CULVERT UTILITY DETAIL”**

Where deviation from the standards is required it is to be clearly noted on the plans and figures for approval by the County of Dufferin.

3.1 Alignment

All proposed utilities are to be located at an offset of 1.0 metre from the Municipal right of way / property line wherever feasible. If this offset is not achievable then a pre-design meeting with the County of Dufferin should be requested prior to commencing design.

3.2 Services / Lateral Connections

Services and service drops shall be designed and constructed directly in front of the customer being serviced in a straight line perpendicular to the road.

3.3 Clearance

The minimum clearance requirements from existing County owned infrastructure are as follows:

- a. 2.0 metre horizontal separation from any paved road surface including asphalt, and curbs etc.
- b. 3.0 metre horizontal separation from parallel culverts or storm sewers. If this is unachievable, then 1.5 metre vertical separation is required.
- c. 2.5 metre horizontal separation from street furniture including manholes, catch basins, etc. If this is unachievable, then 1.5 metre vertical separation is required.
- d. 1.5 metre horizontal separation from the invert of parallel roadside ditches and swales.
- e. Depending on the application the County of Dufferin may request additional separation as deemed necessary.

3.4 Depth of Cover

The depth of cover requirements are as follows:

- a. A minimum of 1.5 metres cover at all County Road crossings.

- b. A minimum of 1.2 metres below final grade or 1.5 metres below centreline road grade whichever is greater.

3.5 Trees and Vegetation

Wherever possible, utility lines are to be located outside of dense roots. Alterations to any existing vegetation must be highlighted on the plans for approval by the applicable authority.

3.6 Utility Structures

Any new buried structures are to be flush grade mounted boxes wherever feasible. Should above grade cabinets be required County of Dufferin approval is required. No structure shall be located within the sight daylighting triangle of any intersection.

3.7 Joint-Use Trenches

To make effective use of the limited space in the right-of-way, the County of Dufferin may request that utility companies planning installations in close proximity to one another, or to service the same customer, enter into an agreement to share a common trench. Where the parties have agreed to construct in a common trench, one of the utilities companies shall be designated as the Applicant for purposes of obtaining the Municipal Consent.

3.8 Abandoned/Decommissioned infrastructure

The utility company shall continue to be responsible and liable for all abandoned infrastructure and any issues that arise as a result of that abandoned infrastructure until such time that it has been completely removed from the right-of-way to the satisfaction of the County of Dufferin. This detail is to be shown on the plans when applicable.

4.0 DRAWING REQUIREMENTS:

4.1 Title Block:

- a. Utility name and/or logo

- b. Project / Job file number
- c. Consultant name – if applicable
- d. Plan number
- e. Drawing shall be to a legible scale that adequately displays all pertinent detail in metric units.
- f. Issue date (& revision date; if applicable)
- g. North Arrow
- h. Legend
- i. A key plan must be included that identifies the project location

4.2 Existing Information:

- a. Property / Right of Way limits, Street/Road names, emergency or lot numbers, easements, etc.
- b. Existing features including edge of pavement, shoulders, curbs, trees and tree lines, ditch lines, sidewalks, culverts, bridges, sewers, watermain etc.
- c. Identify street furniture including vaults, transformers, pedestals, manholes, valves, poles etc.
- d. Existing utility information both above and below ground.

4.3 Proposed Information:

- a. The proposed works are to be clearly identified with bold lines and symbols. Any utilities to be abandoned are to be clearly denoted.
- b. Indicate the construction method and related installation details.
- c. Proposed utility alignment measured to nearest property lines and edge of pavement line.
- d. Larger scaled detail plans may be required to clarify complex areas.
- e. Construction notes indicating adequate clearance to other utilities.

4.4 Construction Notes:

The following construction notes are to be included as part of each drawing submission

- a. All open excavations are to be backfilled or adequately protected at the end of each working day.
- b. All disturbed areas must be restored to original or better condition with topsoil and seed, or sod prior to demobilization at no cost to the County of Dufferin.
- c. Depth of cover shall be 1.2 metres below grade or 1.5 metres below centreline road grade, whichever is greater.

- d. Asphalt road, parking lots, and driveway crossings must be completed using trenchless technologies. Pavement cuts will not be permitted on Dufferin County roads without first receiving written permission from the County.
- e. All work shall be completed in accordance with the conditions and requirements outlined within Dufferin County's Road Occupancy Permit