
Appendix R

Minimum Location Certificate Requirements

All Location Certificates shall conform to all requirements for permit application sketches as noted in Appendix Q, *Permit Drawing Standards*.

Work Authorized Through Short-Stream Applications

The Location Certificates shall:

1. Record accurate as-constructed information
2. Include a cover letter that contains, as a minimum, the following:
 - Applicant's Name
 - Contractor's Name (where applicable)
 - Name of the Project
 - Permit Number
 - Date of Completion of Construction
 - Location description and key map
3. Be certified by a qualified person
4. Include the certification noted as follows:

I CERTIFY THAT THIS LOCATION CERTIFICATE DEPICTS THE LOCATION AND
CONTENT OF THE CONSTRUCTED PLANT IN ACCORDANCE WITH THE CITY OF
HAMILTON'S MUNICIPAL CONSENT REQUIREMENTS

NAME (PRINT)

DATE

NAME (SIGNATURE)

Work Approved Through Full-Stream Process

The Location Certificates shall:

1. Include a cover letter that contains, as a minimum, the following:
 - Applicant's Name
 - Contractor's Name (where applicable)
 - Name of the Project
 - Permit Number
 - Date of Completion of Construction
 - Location description and key map
2. Use the approved permit drawings as the base plan. The Location Certificate must clearly show all additions, deletions and changes made during construction. Revised or irrelevant information pertaining to the Applicant's Plant shall be struck through.
3. Annotated changes made during construction in as much detail as necessary to clarify the extent of the change.
4. Include the label "Location Certificate" on each sheet.
5. Indicate in Revision Box, the date the infrastructure was constructed AND the date the Location Certificate was prepared.
6. Accurately identify Applicant's existing or abandoned plant that was exposed during construction that was not shown on the approved Permit drawing.
7. Label any other plant exposed during construction that was not shown on the approved construction drawing. As a minimum, this should be labelled as "unidentified plant". However, the Applicant should endeavour include as much information as available on this unexpected plant.
8. Reference all elevations to the same datum as the approved permit plans.
9. Indicate any trench and plant support materials left in place.

10. Where pressure grouting is used, indicate location, type and quantity of grout used.
11. Provide accurate dimensions (horizontal and vertical) of the trench/excavation for the construction and indicate the type of backfill used. Where more than one backfill type has been used, clearly indicate the boundaries of the different types.
12. Be signed by a qualified person that is responsible to ensure that all construction additions, deletions, and changes are accurately reflected in the final Location Certificate drawing
13. Include the certification noted as follows:

I CERTIFY THAT THIS LOCATION CERTIFICATE DEPICTS THE LOCATION AND CONTENT OF THE CONSTRUCTED PLANT IN ACCORDANCE WITH THE CITY OF HAMILTON'S MUNICIPAL CONSENT REQUIREMENTS.

NAME (PRINT)

DATE

NAME (SIGNATURE)