

# Table of Contents

<b>Table of Contents .....</b>	<b>i</b>
<b>Chapter 1 – Introduction.....</b>	<b>1</b>
<b>Chapter 2 – Order of Precedence .....</b>	<b>3</b>
<b>Chapter 3 – Permit Application Requirements.....</b>	<b>5</b>
Conditions of Permit Application .....	5
Extension of Permit Duration.....	6
Moratorium of Newly Improved Streets.....	7
<i>Scope</i> .....	7
<i>Duration</i> .....	7
<i>Exceptions</i> .....	8
Work Not Requiring Excavation – Road Occupancy Permit .....	8
Work Requiring Excavation – Cut Permit.....	9
Identification of Planned Work .....	9
Alignments .....	9
Services.....	9
Clearance from Other Plant .....	10
Depth of Cover .....	10
<i>Curbed Roads</i> .....	11
<i>Uncurbed Roads</i> .....	11
<i>Boulevards</i> .....	11
<i>Tree Protection Zone</i> .....	11
Cancelled Projects .....	12
Structures with Surface Access .....	12
Joint-Builds / Common Trenches .....	13
Abandoned / Decommissioned Infrastructure .....	13
Installations on City Owned Lands Other than Streets .....	14
Protected Locations and Cultural Heritage Resources .....	14
<i>Archaeology</i> .....	14
<i>Built Heritage and Cultural Heritage Landscapes</i> .....	15
Changes to Permit .....	16
<b>Chapter 4 – Application Streams .....</b>	<b>17</b>
Emergency Work .....	17
<i>Scope</i> .....	17

<i>Requirements</i> .....	17
Short-Stream .....	18
<i>Scope</i> .....	18
<i>Submission Requirements</i> .....	18
Full-Stream .....	19
<i>Scope</i> .....	19
<i>Submission Requirements</i> .....	19
<i>Projects with Multiple Application</i> .....	20
<i>Circulation and Sign-Offs</i> .....	20
<i>Incomplete Applications</i> .....	21
<i>Application Review Period</i> .....	21
Disputes.....	21
<b>Chapter 5 – Above-Ground Plant .....</b>	<b>23</b>
Location .....	23
Justification .....	23
Complete Streets.....	23
Visibility & Aesthetic Treatment .....	23
Notification.....	24
Business Improvement Areas.....	24
Pole Installation Protocol.....	25
<b>Chapter 6 – Construction Requirements.....</b>	<b>27</b>
Scope .....	27
Insurance.....	27
Site Meetings.....	27
Perimeter Warning Signs.....	27
Scheduling .....	28
Locates and Protection Plant .....	28
Notification to the City.....	29
Resident and Business Notification.....	29
Documents Required to be On-Site .....	29
Working Hours .....	30
Projected Information Sign .....	30
<i>Cut Permits</i> .....	31
Traffic Control .....	31
Access to Site / Inspection .....	33

Paid Duty Police Officers .....	33
<i>General</i> .....	33
<i>Determining the Need for Paid Duty Police Officers</i> .....	34
<i>Disputing the Need for a Paid Duty Police Officer</i> .....	34
Public Convenience and Safety .....	34
Clean Work Site .....	35
Material and Equipment Delivery and Storage.....	36
Operation of Valves and Hydrants .....	37
Working Around Trees .....	37
Working Around Mass Transit.....	37
Working in the Vicinity of Bridges.....	37
Snow Removal and De-Icing.....	38
Contaminated Soil .....	38
Notification of the Location of Unidentified Plant.....	38
Trenchless Installations .....	39
City of Hamilton Inspections .....	39
Reporting Impact / Damage to Existing Plant .....	39
Non-Compliance.....	40
<b>Chapter 7 – Backfill and Restoration .....</b>	<b>41</b>
General.....	41
Submission and Permit Requirementsl.....	41
Traffic Control .....	41
Materials .....	42
<i>Supply of Materials</i> .....	42
<i>Management and Disposal of Excess Materials</i> .....	42
Installation of Plant .....	42
<i>Sawcutting of Pavement, Sidewalk, Curb, and Driveway</i> .....	42
Excavation .....	43
<i>Inspection of Excavation</i> .....	44
<i>Excavation near Trees</i> .....	44
<i>Protection of Excavation</i> .....	44
Existing Material in Trench.....	45
<i>Contaminated Material</i> .....	45
Backfill .....	46
<i>Equipment</i> .....	46
<i>Suitable Backfill Materials</i> .....	46
<i>Unshrinkable Fill</i> .....	46
<i>Hot-Mix Asphalt</i> .....	46
<i>Imported Granular Materials</i> .....	47

<i>Backfilling</i> .....	47
<i>Backfilling in Pavement</i> .....	47
<i>Backfilling in Boulevards</i> .....	48
<i>Backfilling in Tunnels</i> .....	48
Restoration.....	48
<i>Sodding and Top Soil</i> .....	48
<i>Repair Responsibility According to Surface Types</i> .....	49
Temporary Repair.....	51
<i>Deficiencies</i> .....	51
<i>Emergency Repairs</i> .....	51
Quality Assurance.....	52
<i>Warranty</i> .....	52
<b>Chapter 8 – Location Certificates</b> .....	<b>53</b>
Preparation and Submission .....	53
Non-Compliance with Location Certificate Requirements .....	53
Accountability for Inaccurate Location Certificates.....	53
<b>Glossary</b> .....	<b>G-1</b>
<b>Appendices</b> .....	<b>A</b>

# Chapter 1

## Introduction

This document applies to all utility companies, commissions, agencies, boards, associations, municipal departments, and private or third party stakeholder applicants proposing to undertake work within City of Hamilton streets.

The Utility Installation and Permit Manual provides for the efficient review of applications, pertaining to utility and any other structure installations that may conflict with utilities within City of Hamilton streets and rights-of-way, or other lands owned and maintained by the City of Hamilton. The manual also provides standards and processes for the design and installation of utilities within the municipal right-of-way to ensure that required safety criteria and procedures are being followed and adhered to, clearances and separations are maintained, and that physical space is optimally utilized.

Adherence to these requirements will protect the interests of the City of Hamilton, 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 City'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 streets, and rights-of-way or other lands owned and maintained by the City of Hamilton.

The City of Hamilton emphasises that all utilities and third parties must work together and with the City 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.**

The submissions must also demonstrate the adherence to implementation and enforcement of drawing and construction standards established by the City, circulation of drawings for planned construction to all affected stakeholders and obtaining their individual signoffs for absence of conflict, and to minimum clearances and depths.



The impact on the physical and social environment is controlled through the establishment of pedestrian and vehicular traffic restrictions, setting out the timing and physical extent of the work, and the strict enforcement of the City's noise and air quality bylaws. Protection of the surface infrastructure is achieved through implementation and enforcement of the pavement cut repair standards established by the City.

All work within the streets requires consent from the General Manager Public Works or designate.