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## Chapter 4

# Application Streams

### **Emergency Work**

#### ***Scope***

The requirements and process for emergency work shall apply to work requiring a new excavation and be limited to the repairs or actions required in response to a failure of, or damage to, existing plant that results in, or has the potential to result in, danger to the public, a loss of an essential service, and/or damage to infrastructure or other utility plant.

#### ***Requirements***

When emergency work is undertaken, the Applicant shall:

- Immediately notify the City of Hamilton's Customer Contact Centre at 905-546-CITY (2489). The representative will notify the appropriate City inspector.
- In the event that EMS or police assistance is required, call 911.
- Submit a cut permit application, clearly marked emergency, by the next business day to the appropriate district permit office with the field location and details of the repaired or replaced plant.
- Upon completion of the emergency work, immediately notify the City of Hamilton's Engineering Services section at 905-546-2424 ext. 5920. Refer to [Appendix A, Permit Application Offices](#).
- The cut permit application for the emergency work shall include the rationale for classifying the work as emergency work.

## **Short-Stream**

### ***Scope***

**Classification of work as short-stream shall be at the discretion of the General Manager of Public Works or designate.**

Work to be submitted through the short-stream application process includes the following:

- Exploratory work to investigate subsurface conditions.
- The construction of service drops or subsurface services connecting one or more individual users to the mainline distribution infrastructure, and not requiring the removal, relocation or alteration of adjacent infrastructure.
- Replacement of a single pole along its existing alignment within one metre of its existing location or to a location between two existing poles along the same alignment.
- Replacement of frame and cover for existing underground structure with surface access.
- There is a length of limit of 20.0 m allowed for short-stream permits.

### ***Submission Requirements***

Cut permit applications for work defined as short-stream shall be made on the standard permit cut form included in [Appendix K, Municipal Consent Application Form](#).

Where the proposed work is not taking place directly in front of the customers' municipal address, the Applicant shall indicate the actual street and location impacted by the work.

The form shall be completed, in its entirety, and include a drawing conforming to the standards outlined in [Appendix Q, Permit Drawing Standards](#).

The application shall include **two** copies of the application form with **two** copies of each accompanying drawing.

The application should be submitted to the appropriate permit office as identified in [Appendix A, Permit Application Offices](#). Incomplete or inaccurate applications will not be processed.

## **Full-Stream**

### ***Scope***

In general, work to be submitted through the full-stream application process includes, but is not limited to:

- The construction of new underground or surface infrastructure involving the relocation, removal or alteration of adjacent infrastructure.
- Replacement of a pole where there is a change to the installation type, for example, replacing a direct buried pole with one bolted to a concrete pole base.
- Any work not classified as emergency or short-stream under the definitions provided herein.
- Any work that crosses or is within 1.2 m of City infrastructure.

### ***Submission Requirements***

A separate application form shall be fully completed and submitted for **each street** of the proposed work.

Cut permit applications for work defined as full-stream shall be made on the standard permit cut form included in [Appendix K, Municipal Consent Application Form](#).

Where the proposed work is not taking place directly in front of the customers' municipal address, the Applicant shall indicate the actual street and location impacted by the work.

The submission package should be submitted to the appropriate permit office as indicated in [Appendix A, Permit Application Offices](#).

The submission package shall include:

- **Two** copies of the application form with **two** copies of each accompanying sketch or drawing.
- Six copies of the finalized drawings may be required before final issuance of the permit.
- One copy of the required sign-offs from impacted parties. Refer to [Appendix B, Utility Circulations Contacts](#).

### ***Projects with Multiple Applications***

The Applicant may choose to 'bundle' several applications together as a single project. For submission of a project, the applicant shall submit the appropriate number of applications as defined above. In the absence of any specific instructions, the project will be reviewed as a whole with permits for all applications being issued simultaneously or all applications being declined.

In a case where the applicant wishes to have a portion of a project reviewed and a cut permit issued, they are required to resubmit two hard copies, along with the associated sign-off for that particular portion.

Arrangements for these cases may be made after consultation with City of Hamilton review staff once they have reviewed that particular portion of the work.

### ***Circulation and Sign-Offs***

Prior to submitting a full-stream application, the Applicant shall circulate drawings of their proposed work to all utility companies, agencies and commissions that may be impacted by the work. As a minimum, the Applicant shall circulate to each member of the Hamilton Public Utilities Coordination Committee (HUCC), as indicated in [Appendix B, Utility Circulations Contacts](#). For each party circulated to, the Applicant shall attach to their application a completed sign-off form. This form shall confirm that the party receiving the circulation:

- Has marked up the Applicant's drawing or provided the Applicant with an up-to-date location certificate of that party's infrastructure within the limits of the proposed work.
- Has communicated all its requirements to the Applicant.
- Does not object to the proposed work as described in the application.
- Has investigated and declined a joint-build venture with the Applicant.

Unless explicitly noted otherwise by the party providing the sign-off, a sign-off shall expire six months after the date it was signed.

### ***Incomplete Applications***

Full-stream applications that are not in strict conformance with the Municipal Consent Requirements (MCR), particularly with the drawing standards in [Appendix Q, Permit Drawing Standards](#), will not be reviewed. The Applicant will be notified by the General Manager via e-mail or telephone and informed of the specific parts of the Utility and Permitting Manual with which the application does not comply.

For the purposes of time tracking, the date of submission shall be the date on which a complete and compliant application is received at the permit office.

### ***Application Review Period***

The date of application will be the date on which the complete and compliant application is received at the permit office.

The time required for review of a full-stream application will vary depending on the nature, size and complexity of the proposed work and the completeness and clarity of the application form and drawings. Additionally, a high volume of applications at a permit office may occasionally cause delays in the issuance of permits.

### **Disputes**

In the event of any dispute regarding the classification of a specific application, the General Manager of Public Works or designate shall make the final determination.