

Municipal Consent and Utility Circulation Application Requirements

All application materials must be submitted in PDF format. Please note that some reviewing agencies may request CAD data at their discretion.

Circulation requirements

All packages must include a cover letter including the following details:

- Comprehensive description of all work.
- Length of installation and dimensions of any and all appurtenances, above or below grade.
- Construction methodology.
- Affected street segments and/or Municipal Address.
- The utility project manager, leading the project*.
- Anticipated beginning and ending construction dates.
- Any known utility relocations, and any other information relevant to this aspect of the project anticipated construction dates.

Additional cover letter requirements for shoring system applications

- Both the City PM information and the Building Code Services contact information is required.

Drawing requirements

- The Central Registry shall be used for all base plans where available. As-built information may also be available. The Central Registry can be reached at GeoInformation@ottawa.ca([link opens email application](#)). **It remains the responsibility of the proponent to verify the accuracy of site conditions.** This may include, but limited to, design locates, surveys, as-builts, etc.
- All utility plant / appurtenances within the road allowance must be shown
- Dimensioned offsets for any utility within 2 meters of the proposed work, or on the same side of the right-of-way (ROW), must be clearly indicated. Offsets must be dimensioned from the nearest edge of the proposed installation to the nearest edge of existing utility plant.

- Plant location must be tied to a property line, curb or a visible permanent structure such as a curb or edge of pavement.
- Proposed plant must be clearly identified and distinguishable from existing shown plant using industry best practices.
- Depth of proposed plant and duct configuration must be shown in section or profile. Crossing under or over watermains and/ or forcemains must be clearly detailed.
- A key plan with cross streets and north arrow, must be included with the proposed work.
- 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.
- Display all property lines clearly.
- Illustrate and clearly label edge of pavement, sidewalks, driveways, boulevards ditch lines and curbs. Identify street furniture including vaults, transformers, pedestals, regulators, hydrants, poles, tree pits, trees, planters, etc.
- An easily distinguishable drawing legend.
- Drawings must be to scale. Scale shall be clearly indicated (max 1:250 for urban locations, and 1:500 for rural). A bar scale must also be included.

Additional drawing requirements for shoring system applications

- Shoring system drawings shall include shoring installation details (including tiebacks) in plan and profile if entering the Public ROW above or below grade.
- Existing utilities in proximity to proposed shoring must also be clearly indicated in plan and profile.
- If roadway features or utilities are being relocated as part of development, the new locations of infrastructure must also be clearly indicated in plan and profile.

****Applications failing to meet these requirements may be returned to the applicant at the sole discretion of the City.****