

# Guidelines for Utility Circulation Exemption

## Revision Control Sheet

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# Guidelines for Utility Circulation Exemption

## Introduction

Installation of any surface or sub-surface utility plant within the road Right-of-Way in Ottawa requires Municipal Consent from the City of Ottawa within respective legislative parameters. Typically, the utility's proposed design is circulated to other road Right-of-Way occupants for their comments before the road authority approves, conditionally approves, or denies the specific installation, line assignment or the associated excavation.

Historically, with the amalgamation of the City of Ottawa, the Ottawa UCC members requested a uniform approach to allow minor utility works to be exempt from circulation in order to expedite these works and to reduce the City's Road Authority administration requirements and costs. Staff of the City of Ottawa and members of the UCC have developed the following guidelines.

None of the circulation processes developed under this Procedure Guideline in anyway negate the Utility's responsibilities or obligations under the City of Ottawa Road Activity By-law, By-law 2003-445, as amended. The City of Ottawa reserves the right to require a circulation for any works within the Right-of-Way or to exempt works from the circulation process at their discretion regardless of the scope of the work as defined by this procedure.

## Definitions

**Category A** utility works that require minimal or no excavation and are works on existing structures or within existing line assignments. Category A works do not have to be submitted for Utility Coordination. Works must comply with the Road Activity By-law, as amended.

**Category B** works which must be submitted for Utility Coordination, but which generally do not require a Utility Circulation. The City of Ottawa reserves the right to request a full or partial Utility Circulation, and Municipal Consent may be issued with conditions. Works must comply with the Road Activity By-law, as amended.

**Category C** works requiring submission for Utility Coordination and requiring a full utility circulation and written Municipal Consent including conditions for the works. All works must comply with the Road Activity By-law, as amended.

**Ditch** is an excavated channel in the ground beside roadways that moves water during storm events and spring melts.

**Downtown Core** is the area defined in the City of Ottawa Official Plan, Schedule A – Transect Policy Areas, and Schedule B1 – Downtown Core Transect.

**Municipal Consent** is the approval or consent, conditional or otherwise, by the Road Authority for a utility applicant to install, maintain or remove it's above or below surface plant and equipment within a road right of way under the jurisdiction of the Road Authority. As a condition of such approval, the City may, at

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its sole discretion, require that the utility submit detailed engineering plans, to the City of Ottawa, with respect to the work to be conducted in a road right of way.

**Replacement** means a like for like installation of infrastructure at the same location (within 1.5m)

**Road Authority** means the City of Ottawa.

**Rural Area** is the area as defined in the City of Ottawa Official Plan, Schedule A – Transect Policy Areas, Schedule B9 – Rural Transect, but excluding the Village Secondary Plans (Annex 7).

**Service Lateral**, also referred to as a service connection means a cable or main that by its design, capacity and relationship to other cables or mains can be reasonably considered to be for the sole purpose of connecting the mainline or backbone of the system to not more than a single customer or building point of presence (as opposed to being designed to, in future, supply multiple customers). Due to its nature, telecommunication “service wire” does not classify as a service lateral.

**Urban Area** is the area defined in the City of Ottawa Official Plan, Schedule A B – Transect Policy Areas and includes the Village Secondary Plans of Annex 7. It includes inner urban, outer urban, and suburban.

**Municipal Consent Circulation** the drawings and information to indicate the scope and proposed locations of planned work, as may be reasonably required, submitted to the City of Ottawa, for the coordination of comments from all potentially impacted stakeholders within the City’s service corridors.

\* Other definitions are as per the City of Ottawa Road Activity Bylaw # BY-LAW NO. 2003 –445, as amended.

## Detail Work Categories

**1.1** Category A works shall include the following:

- 1.1.1** Installation, operation, and maintenance of utility plant within an existing support structure (i.e., within existing ducts, manholes, pipes, poles).
- 1.1.2** Installation of anchors excluding in the Downtown Core. Installation location shall satisfy AODA requirements.
- 1.1.3** Installation of all service laterals provided any excavation for such service shall be within 30 degrees of perpendicular to the road edge. Service laterals within a roadway classified as collector road or above in accordance with the City of Ottawa Official Plan are not included.
- 1.1.4** Installation of any underground service chamber (hand hole) with a volume of less than 0.02 m<sup>3</sup> (6”x8”x18”) and which is outside of the City road structure, excluding the downtown core.

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- 1.1.5** Excavations less than 30 cm from grade unless part of Works that would otherwise qualify as Category B or C.
- 1.1.6** Excavations in support of repairs to utility iron-works (such as adjustments) or structures and works on / around special support structures (such as bridges).
- 1.1.7** Installation of traffic loops, excluding in the Downtown Core
- 1.1.8** Maintaining existing hard surfaces.
- 1.1.9** Drilling of boreholes to determine soil conditions.

### **1.2** Category B works shall include the following:

- 1.2.1** One-for-one replacement poles for maintenance purposes, up to three (3) consecutive poles in the urban area and up to eight (8) consecutive poles in a one-kilometre line in the rural area. Replacement poles must be 1.5m to the existing pole, and within the same line assignment (ie, no deflections).
- 1.2.2** Overhead line extensions of up to five (5) poles (and its associated anchoring), on the existing line assignment, which does not cross over any roadway classified as collector road or above in accordance with the City of Ottawa Official Plan. Poles are not permitted in sidewalks or asphalt. Poles are not permitted where its location cannot satisfy AODA or surface operations.
- 1.2.3** Installation of service lateral support poles and the associated anchors except within the Downtown Core. Poles are not permitted in sidewalks or asphalt. Poles are not permitted where its location cannot satisfy AODA or surface operations.
- 1.2.4** Main line underground extension or replacement on an established line assignment up to 30 metres in the urban area and 60 metres in the rural area, excluding extensions crossing road intersections and excluding extensions or replacements in the Downtown Core.
- 1.2.5** Installation of all service laterals within a roadway classified as collector road or above in accordance with the City Official Plan.
- 1.2.6** The installation of pedestals and transformers in accordance with the Ottawa UCC Pedestal Guidelines.
- 1.2.7** Installation of anchors in the Downtown Core.
- 1.2.8** Temporary poles and anchors for city road reconstruction (typically < one year). High voltage poles are not eligible for this exemption.

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**1.2.9** Any works exempt via AO discretion.

**1.3** Category C shall include:

**1.3.1** All utility works not included under the Category A or B works, including any shoring or piling, which encroaches into a Right-of-Way. The City reserves the right to assign any given application a “C” rating and require full circulation.

### Conditions For Utility Circulation Exemption

Abuse by a specific utility of the Utility Circulation Exemption Guidelines may result in suspension of that utility’s privileges for Utility Circulation Exemptions for a period of up to one year at the discretion of the Road Authority.

Road cut permits must be obtained for excavation activities as per Road Activity Bylaw, as amended, regardless of the Utility Circulation & Municipal Consent Process.

Update the Central Registry through the City of Ottawa, with the as-built information for new utility plant as installed as per respective agreements with the City.

The above grade utility plant owner shall be required to obtain abutting property owner permission (written) for the proposed pedestals (in conformance with the Pedestal Guidelines), poles and anchors in existing residential areas. The utility plant owners shall be required to track, in the project file, the property owner consent(s), acceptance of landscaping, and third-party requirements for the proposed application. This information shall be kept for the life of the above ground utility as part of the due diligence by the utility plant owner and be available upon request.

Temporary and permanent relocation of utility plant during road reconstruction, as required by the City of Ottawa’s project manager, and circulated with the City of Ottawa project circulation, may be issued consent without a separate utility circulation. This authorization shall be kept for the life of the utility works as part of the due diligence by the utility plant owner and be available upon request. If the works have not been identified as part of the City of Ottawa circulation a separate circulation will be required.

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## Utility Circulation Exemption Process

The applicant shall determine if the proposed work is within Category A, B or C. If the applicant is uncertain whether the proposal is considered Category A, B or C, they can contact the City's Right of Way and Utility Approvals Unit at [UtilityCirculations@ottawa.ca](mailto:UtilityCirculations@ottawa.ca) to discuss the proposal before submission.

Category A work proposals can be submitted directly to the City's Right of Way Permits & Applications Unit by e-mail at [ROW\\_Permit\\_Office@ottawa.ca](mailto:ROW_Permit_Office@ottawa.ca) to obtain a road cut permit as required by the City Road Activity By-law. The permit office can also be reached at 580-2424 x 16000.

Category B & C work proposals shall be submitted to the City's Right of Way and Utility Approvals Unit by Accela for account holders. Non-account holders can submit by e-mail at [UtilityCirculations@ottawa.ca](mailto:UtilityCirculations@ottawa.ca).

The requesting utility shall submit a written or electronic request to one of the above City sections. Category A projects with excavation activities shall contain the following information:

- Name of the requesting utility, its project manager, and associated contact information;
- A brief written description of the proposed utility plant, its purpose and the civic address location & cross streets;
- A unique project reference number for tracking;
- A photograph or plan indicating the proposed utility plant location. More than one photograph may be required for clarity; and
- A statement indicating that the applicant is requesting that the proposal be exempt from circulation (for Category B works when applicable) and the justification.

Category B and Category C proposals shall be submitted as outlined in the Submission Requirements on [Ottawa.ca](http://Ottawa.ca).

All Category B and Category C proposals will be assigned a utility circulation number by the City for circulation or tracking purposes.

The City's Right of Way and Utility Approvals Unit will review all Category B submissions and determine if a full or partial utility circulation is required and notify the applicant. All Category B and C proposals that require circulation will be circulated by the City via the standard Ottawa Utility Coordinating Committee utility circulation process.

Municipal Consent for Category C and Category C proposals shall be issued by the City to the applicant via a Municipal Consent Permit.

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## Table of Categories

Item	Location		
	Core	Urban	Rural
Installation, operation, and maintenance of utility plant within an existing support structure	Cat A	Cat A	Cat A
Excavations less than 30 cm from grade (unless part of Works that would otherwise qualify as Category B or C.)	Cat A	Cat A	Cat A
Excavations in support of repairs to utility iron-works or structures and works on / around special support structures (such as bridges).	Cat A	Cat A	Cat A
Installation of traffic loops	Cat B	Cat A	Cat A
Installation of anchors	Cat B	Cat A	Cat A
Installation of all service laterals provided any excavation for such service shall be within 30 degrees of perpendicular to the road edge, excluding service laterals within a roadway classified as collector road or above in accordance with the City of Ottawa Official Plan.	Cat A- Local Cat B- Collector and above	Cat A- Local Cat B- Collector and above	Cat A- Local Cat B- Collector and above
Installation of any underground service chamber (hand hole) with a volume of less than 0.02 m3 (6"x8"x18") and which is outside of the city road structure,	Cat B	Cat A	Cat A
Maintaining existing hard surfaces	Cat A	Cat A	Cat A
Drilling of boreholes to determine soil conditions	Cat A	Cat A	Cat A
Overhead line extensions of up to five (5) poles (and its associated anchoring), on the existing line assignment, which does not cross over any roadway classified as collector road or above in accordance with the City of Ottawa Official Plan.	Cat B	Cat B	Cat B
Installation of an individual interspaced pole or relocation or replacement of an individual pole	Cat B	Cat A- 2	Cat A- 8
One-for-one replacement poles for maintenance purposes	Cat B	Cat B- <3 Cat C- >3	Cat B- <8 Cat C- >8
Installation of pedestals and transformers in accordance with the Ottawa UCC Pedestal Guidelines, and the installation of landscaping, trees, and shrubs	Cat C	Cat B	Cat B
Temporary poles-and anchors for road reconstruction (typically < one year).	Cat B	Cat B	Cat B