



County of Wellington

Utility Alignment Permit

Please review by-law 5351-13 for Telecom Access Agreement

All Applications must be submitted to our online portal system found on our Roads Permits & Policy page. Below are the details including information required, fee structure and submission requirements.

General Information (Required for Application)

- Utility Provider Name
- Project Representative
- Office Address
- Contact Information
- Contractor Information

Type of Work

- Fiber
- Gas
- Hydro
- Main Line
- Single Service

Location of Work Being Performed

- Address on Wellington Road
- Municipality
- Between which intersections/ address

Fee Structure Breakdown

Item	Details	Fee*
Service Installation: Utility Alignment Permit (UAP) 50 metres and less in length	Approval valid for six (6) months.	\$300
Large Running Line Projects: Utility Alignment Permit (UAP) Greater than 50 metres in length	Approval valid for six (6) months.	\$2,000 plus \$1.15/m
UAP Re-submission	In the event an application must be resubmitted as a result of an error in a locate provided by the County for services owned by the County or as a result of a conflict with future County plans, the re-submission fee will not be payable.	\$280

DRAWINGS OF THE PROPOSED WORK ARE TO BE SUBMITTED AS AN ATTACHMENT

Approval will not be provided without drawings. Only approved drawings with the County of Wellington Roads stamp can be used for ROP application

County of Wellington

Utility Alignment Permit

Drawing Requirements

GENERAL

This section contains guideline information only to assist Proponents / ISPs and governing/approving authorities of rights-of-way such as municipalities with the preparation of drawings that will assist in the permitting process. These guidelines are not prescriptive or binding, rather they provide good practice for drawing preparation.

BASIC DRAWING REQUIREMENTS

The basic requirements apply to all drawings.

- a. Title block (name & address of Proponent, date, north point, drawing/project number, location of project)
- b. Name & phone number of the Project Manager for the specific application
- c. Language: English/French as appropriate
- d. Scale & Dimensions: Metric
- e. Scale Size: (e.g., 1:1000, 1: 500, 1: 250)
- f. Legend of symbols
- g. Key Map
- h. Certified standards that have been applied
- i. Street names: clearly indicated

PROJECT SPECIFIC DRAWING ORIENTATION REQUIREMENTS

The orientation requirements apply to all drawings.

- a. North Point
- b. Key Map
- c. Street names: clearly indicated
- d. Sidewalks, driveways, curbs, trees, buildings, bridges, rivers, railroads, other utilities if they add clarity to specific issues
- e. Lot lines and/or buildings, and house numbers
- f. Horizontal offset measurements from proposed facilities to existing infrastructure (ie poles, buildings, other utilities, traffic, street lighting, signs, bridges etc.) and above grade elements that may be in conflict (e.g., trees, shrubs, pedestals, street lights, bus shelters etc.)

North Arrow	Sidewalks where applicable
Legend	Mature tree dripline where applicable
Scale (or NTS if not to scale)	Location of subsurface structures
Street Names	Location and depth of ditches
Property Addresses	Location and type of all existing facilities
Building Numbers	Location and type of all proposed facilities
911 Address if applicable	Details of proposed road crossing profiles
Lot number	Property lines
Concession Number	Easements as applicable
City, Town or Township	Guard Rails
Edge of Roadway, pavement and curbs	Fencing
Roadway crossings as applicable	Horizontal and vertical clearances
Depth of cover	Joint trench profile, as applicable
Bridges	River features