



**TOWN OF INGERSOLL
MUNICIPAL CONSENT POLICY
RIGHT-OF-WAY MANAGEMENT**

**Approved May 14, 2012
Ammended February 9, 2018**

The Town of Ingersoll is responsible for the management of all Municipal Right-of-Ways. In order to properly manage those right-of-ways, the Engineering Department establishes this policy which outlines the requirements of any person or company wishing to place utilities, signs, steps, walls, etc. within a Town Right-of-Way. Before any work within the Town of Ingersoll, on any right-of-way may proceed, a municipal consent must be obtained from the Engineering Department. This consent must be stamped Approved and Dated by the Town Engineer, or their designate.

A Municipal Consent shall present the following to the Engineering Department:

1. One copy of the drawing, complete with proposed location of work and a cover letter outlining the work to be completed. The drawing should contain the following:
 - True north arrow
 - The Municipal Right-of-Way Name
 - Proper Scale (minimum 1:200)
 - Actual existing conditions i.e. road, sidewalk, curb and gutter, catchbasins, maintenance holes, utility poles, utility pedestals, existing labelled utilities, sewers, watermains and any easements etc. complete with dimensions
 - Typical drawings for road crossing section, proposed structures etc.
 - Dimensioning must be from existing R.O.W. limits (Property line) as well as existing or future sidewalks, curb and gutter.
 - A copy of a letter signed by the owner(s) of the property or properties affected by the works that they have been informed of the work that is to take place.
2. A commencement and completion date must be established and documented on either the drawings or the cover letter.
3. As-Built drawings must be presented to the Town of Ingersoll's Engineering Department not more than 90 days from the completion of the work. Electronic format is preferred however; a hard copy will be accepted. The As-Built drawings shall be to scale.



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The Town of Ingersoll will accept hardcopy or electronic submission.

Electronic submission must be in coloured PDF format.

The Town may assist any applicant by supplying electronic versions of drawings, for the sole purpose of reference only. ***It is the responsibility of the applicant to verify any and all information shown on these drawings as current and correct.***

Should the applicant request hard copy drawings from the Engineering Department, the applicant will be required to reimburse the Town as per the fee schedule in effect at the time.