Contents

1.0  U.C.C. Mandate

2.0  Objectives of the City of London’s U.C.C.

3.0  Definition of Utilities

4.0  Responsibility of Members

5.0  U.C.C. Policy

6.0  U.C.C. Meeting Procedures
   6.1  Meetings
   6.2  Submissions
   6.3  Conflict Resolutions
   6.4  Detailed Drawing Requirements

7.0  Municipal Consent Applications

8.0  Permit of Approved Works (P.A.W.)

9.0  Pavement Degradation Fee
   9.1  Process
   9.2  Inspection

10.0 Standard Utility Location Drawing 1M- Window Street Cross Section

10.1 Standard Utility Location Drawing 1M- Window Street Notes

10.2 Standard Utility Location Drawing 1M- Cul-De-Sac Example

10.3 Standard Utility Location Drawing 1M- Flankage Lots Example

10.4 Standard Utility Location Drawing 1M- Fronting Lots Example

10.5 Standard Utility Locations Drawing 1M
1.0 **U.C.C. MANDATE**

The City of London’s Utility Coordinating Committee was formed to ensure safe and efficient management and use of the infrastructure within right of ways. By means of regular and effective communication between City officials and the owners of plant located on the roadways within the City the UCC will best serve and protect the residents and businesses while constructing and maintaining infrastructure. The UCC will provide a forum for City officials and Utilities to meet and discuss common issues, share information, and develop solutions to issues or project related matters. Issues to be discussed will include construction coordination, damage prevention initiatives, development of standards, and any improvements necessary to the permitting system.

The U.C.C. has been formed to ensure that projects undertaken on any City property are completed using current standards and are recorded for future reference. The U.C.C. is responsible for:

1.1 Ensuring a coordinated approach to all construction on City property.

1.2 Approving non-standard locations of utility installations based on the understanding that wherever possible, utilities will be placed in the approved standard locations.

1.3 Developing appropriate policies and procedures with respect to construction and utility installations.

1.4 Monitoring to determine that U.C.C. direction is adhered to.

2.0 **OBJECTIVES OF THE CITY OF LONDON’S U.C.C.**

- Maximize the lifecycle of all infrastructures in and on the public road allowance and minimize the total lifecycle costs of both the Road Authority and the Utility capital works projects through improved coordination and communication.

- Improve communication and the exchange of information among the road allowance stakeholders.

- Provide a forum for the resolution of problems with the installation of utility plant in the public road allowance.

- Coordinate the scheduling of the road allowance, capital improvement and maintenance projects.

- Implement and monitor damage prevention programs for the protection of
utility and street facilities.

- Implement and maintain standard procedures for the municipal consent approval process.

- Work with neighbouring utility coordinating committees towards the identification of ‘best practices’ and promote the evolution of standard procedures across larger geographical boundaries.

- Develop and maintain accurate as-built records of existing infrastructure located in the public road allowance.

- Minimize inconvenience and cost to the public in the provision of services.

- Improve safety conditions during completion of works in the public road allowance.

- Develop and maintain urban design objectives.

3.0 DEFINITION OF UTILITIES

Utilities are defined as any structures above or below ground which exist on City property and include buried and aerial hydro cable and ducts, bell, cable, television and internet communication cables, trees, water, including underground pipes, hydrants and valves, sanitary and storm sewer pipes, gas and steam pipes, meters, and valves.

4.0 RESPONSIBILITY OF MEMBERS

- To develop and share all project and scheduled work or capital improvement programs with members of the UCC. Preliminary designs and plans for projects are to be circulated for comment during the design phase of the project.

- Identify and resolve conflicts before any construction. Develop a single contact to work with the Committee on resolving potential works and designs.

- Each member shall ensure that all emergency services, transportation services, appropriate municipal and approval agencies are given proper notification prior to any installations, approved excavations or approved lane closures.

- Each project must have the existing underground facilities located and staked prior to excavating.
5.0 **U.C.C. POLICY**

The following outlines the policies of the Utility Coordinating Committee:

a) Standard locations for all utilities are shown on drawing U.C.C. - 1M (attached)

b) The Utility Coordinating Committee has a responsibility to ensure there are no conflicts between utility installations and also to coordinate various construction projects. All projects constructing new infrastructure on City assumed property require a Municipal Consent Application. Each project is reviewed by the Chair and the Utility Coordinating Committee.

c) A standard location has been identified for each of the Utilities and each project is reviewed with an objective to keeping the utility in the standard laying line. Only in areas where this is absolutely not possible is consideration given to allowing the installation of the utility in a non-standard location.

6.0 **U.C.C. MEETING PROCEDURES**

6.1 **MEETINGS**

6.1.1 **Schedule of Meetings:**

Meetings are scheduled on the first and third Thursday of each month and are held in Council Chambers, second floor City Hall at 1:00 p.m.

6.1.2 **Chair**

The chair is shared as follows:

1) Cable TV (Rogers)
2) City
3) Union Gas
4) Bell Telephone
5) London Hydro

The UCC shall elect their Chair from its membership and the Vice Chair will always be a City representative. The term of office should be one year in duration commencing January 1st and ending
December 31st. Should any position become vacant, the committee will designate an alternate representative.

6.1.3 Agenda

Each meeting agenda is prepared one week in advance and circulated to all members. The agenda includes:

1) Guest presentations  
2) Member presentations  
3) Approval of minutes and review of pending items  
4) Review of Standard Location MCA’s  
5) New business

6.1.4 Minutes

Minutes are prepared after each meeting by the secretary and circulated to all members. Files are kept in the Geomatics Division (of the Environmental & Engineering Services Department at City Hall).

6.1.5 Attendance

All members listed in section 11.0 are expected to attend and participate in all meetings. Where the primary member is unavailable, the designate is expected to attend.

Each member is encouraged to participate in all meetings. Participation allows members to contribute to each submission; provides a forum to provide input re: new techniques and technologies, alternatives to achieving the best construction result for all utilities; and bring conflicts to the attention of the committee. If the regular member is unavailable an alternate member should attend the meeting as a representative.

Regular meetings also yield discussions on future projects and construction activities, shared issues and resolve concerns with the municipal consent procedures.

When the Chair is absent, the Vice-Chair will act as Chair.

Each member has a responsibility to investigate each project prior to attending meetings; taking into consideration the impacts the project
may have on their particular utility. Concerns must be raised with the proponent and identified on the Municipal Consent Application or identified at the time of presentation to the Utility Coordinating Committee. Every effort should be made to ensure that utilities are placed in standard location. Concern should be expressed if the utility is non-standard and the reason(s) clearly understood.

6.2 SUBMISSIONS

6.2.1 Who
Submissions are required for all projects proposing utility placement in a non-standard location; by any party working on City property, including city departments.

6.2.2 Timing
Submissions should be made as early as possible to ensure adequate investigation time, but at a minimum 3 months prior to construction. C

6.2.3 Detailed Drawing
All submissions must include a detailed drawing including all elements as listed in this document.

6.3 CONFLICT RESOLUTIONS

The UCC will collectively protect standard locations. This may cause conflict when crossing other utilities, when other features which cannot be repaired may be damaged, or when damage may occur but result in very high repair costs.

The standard location for each utility has been determined and each utility must explore all options and work in the standard location. Only where this is not possible or where costs to do so are extreme, will alternatives be considered. To resolve conflicts, the following examples should be considered:

- relocate installation to locations where damage is minimized.
- use alternate construction techniques such as directional drilling, trench boxes, to minimize damage.
- relocate existing utilities

6.4 Detailed Drawing Requirements
Detailed drawings submitted with all MCAs, PAWs and UCC presentations must show all utilities, infrastructure (i.e. trees, hydrants, poles etc.) for all projects. Existing and proposed works are to be drawn in both plan and profile view. In the case where the construction scope exceeds a depth greater than 1.2m, and profiles cannot be provided, cross sections at key crossings must be provided. These cross sections must include key elevation information and clearances from other utilities. Sketches are not acceptable. At the time of presentation, a copy of the drawing is to be distributed to each UCC member for review.

If the pertinent drawings and/or information is not be provided as required, the scheduling of the presentation may be affected and/or cancelled.

7.0 **MUNICIPAL CONSENT APPLICATIONS**

- The M.C.A. is used to ensure proper consultation and efficient review of all applications for work within the City of London road allowances by all affected parties. The inclusion of the fully completed M.C.A. ensures that the proponent has reviewed the project with all utilities and has addressed all concerns.

- **All** new construction projects within the City’s assumed road allowance require Municipal Consent and the Approval of the Utilities Coordinating Committee. This is noted by way of the MCA which is either presented when in non-standard location or signed off on by each member of the UCC. Comments are noted in the minutes and on the MCA. Prior to approval, the comments must be addressed.

- MCAs provide the City’s consent to construct within the road allowance. The Consent granted in an MCA is not to be misconstrued as acceptance of the works or to be used in lieu of any other outstanding reviews to be completed by the City of London.

- MCAs are not required in constructing any lateral lines. (i.e. PDC construction)

- MCA forms are available from Geomatics on the Lower Level in City Hall. Check the appropriate boxes for utilities after they have provided consent. Detailed drawings must accompany the form.
8.0 PERMIT OF APPROVED WORKS

- All contractors working on City right of way must get a Permit for Approved Works (PAW) from the Environmental Programs and Customer Relations Division before any work is constructed. This work would include lateral work, non-lateral work, spot excavation, traffic disruptions for more than 4 hours, boring, erecting, scaffolding/cranes, etc. within the road allowance.

- Prerequisites for issuing a permit include (where applicable):
  1. Accepted Servicing Drawings, which have been approved by the UCC.
  2. Insurance on file, naming the City in their policy with $2 million in liability.
  3. A deposit or security. Security can be in the form of a letter of credit, bond, cash, or cheques.
  4. A signed agreement
  5. MOE Certificate of Approval of Municipal Water and Sewage Works
  6. Municipal Consent Application
  7. Permit fee $275 plus applicable taxes.

- PAWs are required for repairs to all existing main or lateral line work and lateral line installation.

- If the work is of an emergency nature (short notice after hours, sudden leaks, breaks etc.) a utility cut permit is issued for the work to be completed. This is valid only for emergencies. This permit is inspected one year after construction and serves to track any emergency road cuts performed within a right of way.

- If construction exceeds 4 hours on a primary collector, freeway, arterial whether the work is maintenance or obtrusive in nature, a PAW is required. Please see attached Schedule “C” for Road classification.

- While various utility works is quoted under a single MCA, separate PAWs are to be obtained by each contractor representing each utility.

9.0 PAVEMENT DEGRADATION FEE

- The purpose of the fee is to provide a partial recovery for the reduced life of pavement due to localized repairs. As the City of London’s pavement system is showing visible signs of deterioration, this fee will serve to financially support the extensive maintenance needs in this area.
• As private contractors, utilities, and City work crews all complete projects within City road allowances; all of these groups will be held financially accountable for the life of their respective road cut.

• April 7th 2003, Council approved the proposed Environment and Transportation Committee Report on Pavement Degradation fee.

• The fee will be paid for by all group’s requiring a Permit of Approved Works. This will affect Contractors linked to developments, smaller contractors linked to repair or replacement of services, and all those groups actually cutting the road, and who have some road restoration involved in their work. In the case where utilities are involved in developer driven construction, the fee will be paid by the group quoted on the MCA.

9.1 PROCESS

• Prior to construction, utilities or contractors get a Permit for Approved Works (PAW). If an asphalt cut is required, a Pavement Degradation Form (PDF) is also completed. A form accompanies each permit, and the appropriate copies of each form are distributed to the respective groups.

• A security is taken with PAWs and is usually held for a year. Most contractors use bonds, letters-of-credit, etc. for these security amounts. The security is then released after one year, if the asphalt cut remains in reasonable condition.

• The amount paid as a deposit on the Pavement Degradation Form is estimated, and calculated by the size of the cut on the drawings. Once the project is complete it is inspected, and the contractor is invoiced based on the actual area of cut.

9.2 INSPECTION

• An inspection occurs when the contractor returns his copy of the Pavement Degradation Form to the City. Once the project is complete, it is inspected and the contractor is credited/invoiced the variance between the area on the original drawing and the actual cut is greater than 10% either way.
10.0 U.C.C. STANDARD UTILITY LOCATION DRAWING 1 M- WINDOW STREET CROSS-SECTION

NOTES:
1. FOR WINDOW STREET NOTES SEE DRAWING 2 OF 2
2. FOR WINDOW STREET NOTES SEE DRAWING 2 OF 2
3. SCALE = 1 : 200

CITY OF LONDON STANDARD DRAWING
WINDOW STREET CROSS-SECTION
SERVICING AND UTILITY LOCATIONS

CIVIL ENGINEER
10.3 U.C.C. STANDARD UTILITY LOCATION DRAWING 1 M – FLANKAGE LOTS EXAMPLE
1. LATERAL TOLERANCE - 0-15 m
2. ST. LIGHTING CABLE IS TO BE IN LINE WITH POLES
3. STORM AND SANITARY SEWERS ARE LOCATED UNDER PAVEMENT.
   GENERALLY 1.5m EACH SIDE OF CENTRELINE WHEN INSTALLED IN
   SEPARATE TRENCHES. ON CURVES SEWERS ARE AT LEAST 6.0m
   FROM PROPERTY LINE.
4. DIMENSION 'A' IS MINIMUM OF 6.0m EXCEPT ADJACENT TO
   INTERSECTIONS AND ON CUL-DE-SACS.
5. DIMENSION 'B' VARIES WITH STREET TYPE CLICAL, COLLECTOR
   OR ARTERIAL.
6. IN JOINT TRENCHING TELEPHONE, COMMUNICATION AND ELECTRIC CABLES
   WILL BE AT SAME DEPTH SHOWN FOR ELECTRIC CABLES.
7. IN CORE AREA CORE ENERGY HAS PLANT BUT NO STANDARD LOCATION
8. ALLOWABLE GRADE VARIATION 2% TO 6% ON BOULEVARD UNDERSIDE
9. ONS STREETS WITH ONLY ONE SIDEWALK, WATERMAIN IS TO BE ON
   OPPOSITE SIDE OF STREET.
10. THE PREFERRED LOCATION FOR TREES IS 1.0m OFF PROPERTY LINE
    WHERE NO SIDEWALKS EXIST, WHERE SIDEWALKS EXIST, TREES ARE
    PLANTED IN THE MIDDLE OF THE BOULEVARD.
11. CABLES IN COMMUNICATION CORRIDOR TO BE AT A
    CONSISTENT OFFSET.