



Municipal Consent and Road Occupancy and Access Requirements

Access to Highways within the Township of Centre Wellington

Centre Wellington roads are operated and maintained by three different authorities; the County of Wellington, the Township of Centre Wellington, or the Ontario Ministry of Transportation. Municipal Consent and Road Occupancy Approval requests must be submitted to the appropriate authority for any work done in a right-of-way.

Municipal Consent

Municipal Consent is the authorization required for a utility company to occupy and install new infrastructure within a specific location in the Township right-of-way.

Who Requires a Municipal Consent?

The primary utilities that require a Municipal Consent are television cable, phone/internet, broadband internet, natural gas, electricity providers and those establishing new environmental monitoring wells.

When do I need a Municipal Consent?

Municipal Consent is required when new utility infrastructure is being planned within the right-of-way.

How do I apply?

The applicant must submit an emailed request including the proposed plans for review. Once these plans meet the approval of the Township, they will be signed and returned to the applicant. Other information may be requested in order to process the application.

How much does a Municipal Consent Cost?

There are no fees associated with Municipal Consent.

How long is the Municipal Consent valid?

A Municipal Consent is valid for a one year period from the date of approval. If the work is not completed within the one year period, the applicant must reapply for Municipal Consent.

Road Occupancy and Access Permit Process

The Township regulates activities that are occurring on municipal roads, sidewalks and boulevards. A Road Occupancy and Access Permit (ROA permit) is required if you need to use, or access any right-of-ways for a project or activity. A work-stoppage order will be given in cases where a permit has not been obtained.

When is a ROA permit required?

Work activities on Township right-of-ways that require a ROA permit include material or equipment storage and any excavation work. Each work location must have its own permit.

How do I apply?

An application for a ROA permit shall be made in the name of the contractor, person, or group responsible for the work and who is covered by the required certificate of insurance. (Provide a copy of insurance for two million dollars naming "The Township of Centre Wellington" as additional insured with the permit)

The ROA permit submission is to be completed at the time utility locates have been requested or earlier. The contractor is responsible for requesting locates.

Provide an explanation of the work, including its scope, location and time/duration and all other applicable fields on the ROA permit template. Ensure that all the general conditions of the ROA permit are understood before the permit is signed.

Email a copy of the permit in PDF format to the Township. Allow for approximately 10 business days for approval. If there are any questions or concerns, they are managed through email correspondence.

The applicant is not authorized to commence work until an approved copy of the ROA permit is onsite with the work crew and must remain on site for the duration of the work.

How much does a ROA permit cost?

A \$55.45 (2019 rate) administrative fee will be invoiced for each permit.

How long is the ROA permit valid?

An approved ROA permit is valid for 30 days from the approval date. If the work is not completed in this period, the applicant must reapply and pay for a new permit