



## Municipal Consent Application Form

Municipal Consent (MC) is required to place new infrastructure and/or upgrade any existing infrastructure in the Town's Right-of-Way. A Municipal Consent application can take 4 to 6 weeks to process (2 to 3 weeks for a complete submission).

It is recommended to provide all the required information to avoid delays in processing. Municipal Consents are valid for twelve (12) months. If there is a moratorium on the road, then the Municipal Consent may not be approved. However, depending on the scope it may be approved with specific conditions.

### **Applications must be made by the infrastructure owner.**

If proposed project falls outside Town's Right-of Way and into Town owned lands, an Access Request may be required. Applicants will be advised if an Access Request is required in addition to Municipal Consent. Please note an Access Request can take a minimum 4 to 6 weeks to process and should be considered prior to scheduling work.

The following is required for a complete MC application:

1. Completed fields in application below.
2. Engineered drawing(s) showing design in accordance with Town of Newmarket engineering design standards and specifications. Specifically, the design must show details regarding the proposed new/upgraded infrastructure location and the location of existing Town of Newmarket and all third-party infrastructure with offsets. Engineered drawing to include detailed construction methodology. Please refer to Town Engineering Standards - Public Utility Clearance Requirements Section G1.00 – G2.06 and Typical Road Sections Pages 218-220.
3. Where there are cited encroachments on third party infrastructure relative to design standards, a letter from the third-party granting approval for requested encroachment on required clearances is required.
4. A letter detailing the name of the project, project number, contact name and contact information for project manager.

**Please email all completed applications and accompanying documents to [utilities@newmarket.ca](mailto:utilities@newmarket.ca)**



# Municipal Consent Application Form

## Municipal Consent Application Information

---

Applicant Company (Name of Utility)

---

Applicant Address

---

Contact Name

---

Contact Phone Number

---

Contact Email Address

---

Project Name and Number

Are there third-party encroachments:

Yes

No

If yes, include a letter from the third party

**Fees:** Municipal Consent fees are in accordance with the annual Public Works Services User Fees schedule posted on the Town's website at [newmarket.ca/feesandcharges](http://newmarket.ca/feesandcharges).

**Please note:** If Engineering Drawing(s) and/or the Municipal Consent Letter are not included with your application submission, the application will be deemed incomplete and will not be processed.

An incomplete submission will be subject to a re-submission charge.