



All utility installations in MoTI Right of Way must follow the [Utility Policy Manual \(UPM\)](#).

**REQUIRED INFORMATION**

Application packages must include the following. Incomplete packages will be returned.

- Applicants contact information
- Government funded connectivity project number
- Proposed construction start / completion dates
- Detailed design drawings that clearly represent the works proposed

Design Drawings must include, but are not limited to:.

- |  |   |
|--|---|
| Locations of proposed works including reference points   | Scales (site layout 1:5000, profiles 1:250)   |
| Adjacent property boundaries, legal descriptions, First Nations Reserves   | Legend including north arrow  |
| Highway Info   | Proposed installation methods   |
| <ul style="list-style-type: none"> <li>Highway/Road Name</li> <li>Road surface type and/or edge of pavement</li> <li>Offsets from property line for all items</li> <li>Toe of fill / top of cut / ditch line</li> <li>Driveways and intersections</li> <li>Highway structures (culverts, bridges, guardrails, raised islands, signs, etc.)</li> <li>Other utilities both above and below ground</li> <li>Crossing locations</li> </ul> | Underground installations (*see MoTI buried fibre optic guideline info graphic) <ul style="list-style-type: none"> <li>Extent of trench</li> <li>Extend of bore pits for directional drilling</li> <li>Cross sections and typical drawings for all sections</li> <li>Profile of depth of cover within the right-of-way</li> <li>Location/specifications of any proposed above ground appurtenances</li> </ul> |
|  | Identify any areas where elements are not achieving MoTI UPM expectations   |

**SUPPORTING INFORMATION THAT WILL HELP EXPEDITE YOUR APPLICATION**

Site-specific analyses and/or rationale to support the proposed route and installation methodologies, including proposed construction equipment and any ground truthing undertaken. \*Note any proposed underground works outside of the road prism will be expedited over proposals within the road prism. The road prism is generally defined as the portion of roadway from the center line of one ditch to the other (on the opposite side of the road). In the absence of ditches, a setback of 2 metres from road shoulders will be considered center line of ditch.

Quality control / quality assurance you have in place to ensure that MOTI's UPM requirements are met (QC/QA program, certification, ISO 9001:2015, utilizing a qualified professional, etc.).

Describe what, when and how discussions and/or reviews occur between you and your subcontractors (if applicable) to ensure you are meeting the MoTI's UPM including how you will hold your subcontractors accountable for their work.

Describe the contingency plan you and/or your contractor have in place to address unforeseen emergencies and/or unexpected job costs (i.e. contingency funding, Irrevocable Letters of Credit, additional equipment, etc.).

**SUPPORTING DOCUMENTS THAT MAY BE REQUIRED AS A CONDITION OF PERMIT**

Traffic Management Plan as per the [MoTI 2020 Traffic Management Plan for Work On Roadways](#).

Insurance using [MoTI Certificate of Insurance \(H0111\)](#) – please contact the MoTI District office to determine the value of the Commercial General Liability that will be required.

Working within the MoTI right of way will require reference to the [Standard Specifications for Highway Construction](#).

Sign off using an [Engineer of Record \(EoR\) Forms](#) – for works that fall within the scope of engineering under the Professional Governance Act (PGA).