



Oxford County Design Guidelines | 2 | Procedures for Development

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2. PROCEDURES FOR DEVELOPMENT

The engineering requirements and procedures for development related agreement compliance have been documented herein to assist industry, staff, consultants and associated stakeholders through inspection, compliance and assumption of new subdivisions, site plans, consents and external works within the municipal right-of-way.

2.1 GOALS AND OBJECTIVES

The goals of Development Agreement Compliance in the County are as follows:

- a) Ensure all site works are constructed in general conformity to the approved Site Plan / Plan of Subdivision and consistent with the clauses of the applicable Development Agreement.
- b) Ensure all infrastructure constructed within the municipal right-of-way, both assumed and unassumed, is constructed in accordance with approved plans, consistent with the County's standards and specifications as detailed in these guidelines, and in general compliance with all applicable regulations.
- c) Ensure that materials, workmanship and all construction techniques and technologies used are inspected and certified by the Owner's Professional Engineering Consultant to be in accordance with County Standards.
- d) Ensure all private works constructed under the Site Plan are completed in accordance with approved plans and to the satisfaction of the County prior to the release of securities.
- e) Ensure downstream infrastructure is not adversely impacted by the construction activity associated with the development application.
- f) Ensure works within existing municipal right-of-way which are necessary to accommodate private development have no adverse impacts to existing public infrastructure or unduly impede reliable services to the public.
- g) Protect the interest of property owners and/or residents, both within and surrounding development application by responding to compliance matters identified prior to the assumption/final security release.

2.2 ENGINEERING SUBMISSIONS

The following details the submission requirements for developers concerning the technical review process of planning application files for plan of subdivision, site plan approval, and consent applications. All submission documents shall be provided in the form of an electronic file. Paper copies shall be provided upon request by the County.

Submissions, including reports and engineering drawings that are prepared by the developer's design engineer, are reviewed by County's Public Works Department specifically by the Development Review Team. Additional review agencies or authorities may include engineering and technologist staff employed by local area municipalities. The following sections describe the content of which the submissions to the County should contain. Incomplete submissions which do not attempt to address all aspects of the draft conditions or engineering criteria may be returned with a request for complete documentation unless acceptable arrangements have first been made with the County of Oxford Public Works Department.

2.3 INSPECTION

The Proponent's Consulting Engineer has full responsibility for the actions of the Contractor and the quality of the work. The Proponent's Engineer is responsible for providing full time inspection services during the construction of all municipal services in the project.

County staff shall only provide a part-time monitoring of the construction activities to ensure general conformance to the Subdivision Agreement or Site Plan Approval, and the County's policies and standards. Employees, contractors or agents of the County may, at any time and from time to time prior to assumption of the Works by the County, enter upon the Land without notice to the Owner to:

- Inspect any of the Works. Such inspection by the County shall in no way relieve or replace the County's requirement for the Owner's Engineering Consultant to provide full time inspection of the Works under this Agreement;
- Conduct any tests that in the opinion of the County of Oxford Public Works Department are necessary to confirm or verify quality of materials and construction; and,
- Make emergency repairs in the event the Works do not function or do not function properly, or in the opinion of the County of Oxford Public Works Department, require necessary immediate repairs to prevent damage or hardship to any persons or to any property. Such undertaking of repairs by the County shall in no way be deemed as acceptance or assumption of the Works by the County.

2.4 MEETINGS

The Owner's engineer shall co-ordinate a pre-construction meeting to be arranged and notify the County of Oxford Public Works Department 5 (five) working days prior to the meeting. It is expected that the owner's engineer, the site inspector and contractor will attend, as well as the owner or their direct representative. For the meeting the contractor will be required to provide an approximate schedule of construction, a list of subcontractors, and a list of materials, mix designs etc., to be used in the construction of the subdivision and / or site plan works (materials must conform to municipal specifications). Minutes of the meeting will be taken by the owner's engineer and circulated to all in attendance. The County of Oxford Public Works Department shall be invited to all subsequent progress meetings.

2.5 PROCEDURES FOR PROCESSING

The following details the submission requirements for developers concerning the technical review process of planning application files for plan of subdivision, site plan approval, and consent applications.

Submissions, including reports and engineering drawings that are prepared by the developer's design engineer, are reviewed by County's Public Works Department specifically by the Development Review Team. Additional review agencies or authorities may include engineering and technologist staff employed by local area municipalities. The following sections describe the content of which the submissions to the County should contain. Incomplete submissions which do not attempt to address all aspects of the draft conditions or engineering criteria may be returned with a request for complete documentation unless acceptable arrangements have first been made with the County of Oxford Public Works Department.

2.5.1 Subdivisions

Compliance for subdivision applications involves several stages of approval, from initial Conditional Approval, through to construction and final completion of all required works and services. The County uses inspections, certifications and ongoing communication with the Owner and their agents to ensure all aspects of the development complies with the conditions of approval and any relevant development agreement clauses.

The goal of Subdivision Compliance is to ensure the interests of the municipality and the public are protected throughout the development and ultimately reach the successful assumption of quality, sustainable municipal assets.

2.5.1.1 Initial Engineering (Detailed Design) Submission

Following Draft Plan Approval, the first Engineering submission shall consist of:

- a) Transmittal letter outlining what is being proposed, submission date, contents of submission package and contact information on who is to review this submission.
- b) One (1) complete set of drawings;
- c) One (1) copy of the draft/final survey plan;
- d) One (1) set of detailed Engineering drawings;
- e) One (1) set of sanitary sewer and storm sewer calculation sheets;
- f) One (1) set of an updated Stormwater management report and a digital copy of the model (if applicable);
- g) One (1) copy of any other relevant reports or drawings (functional servicing report, traffic impact study, noise impact study, archaeological assessment, tree preservation, EIS, hydro-G, geotechnical report, etc.) that required updating (at County's discretion) since initial submission at time of draft plan application;
- h) A checklist showing how the draft plan conditions have been addressed;

- i) Payment of applicable Public Works Development Review Fees based on current cost indicated in County Fees and Charges By-Law No. 4889-2007 (or as amended) at the time of Engineering submission
- j) Schedule in Gantt chart format outlining expected timelines for approval and servicing; and,
- k) Other plans that may be required through the planning and development review process.
- l) Contract documents (if requested)

The design of municipal services shall be based upon the specifications and standards in effect at the time the Engineering drawings are approved.

The County's Public Works Department, Development Review Team, shall approve all Engineering drawings but such approval shall in no way relieve the Owner's Engineer of the responsibility to design adequate and safe services. Along with any written comments. The original marked up first submission County copy of the Engineering drawings (as applicable) shall be returned to the proponent. All sanitary sewers, storm sewers, watermains and their appurtenances and all roadways being constructed within the County of Oxford, shall conform to the County's and/or area municipality's specifications, depending on ownership

2.5.1.2 Subsequent Engineering Submissions

Upon review of the first submission of Engineering drawings and reports by the County (and other review agencies), the Engineer shall amend the drawings and reports to incorporate the comments and shall submit:

- a) One (1) complete sets of revised Engineering drawings as outlined in first (or previous) submission(s); Note: the revision block on all drawings is to be updated to include the revision number, comment about the revision and the revision date, Final approved drawings shall be signed and sealed by a Professional Engineer licensed by PEO;
- b) Signed and sealed Engineering Cost Estimates (Schedule of Works) for inclusion in the development agreement. Actual contractor pricing may be used if deemed acceptable by the County and area municipality;
- c) Signed copy of the Alteration to Drinking Water System Form I application and supporting documentation;
- d) Signed copy of the Consolidated Linear Infrastructure (CLI) application packages plus a full digital submission of the CLI application that includes a copy of all required supporting drawings, information, and calculations;
- e) Copies of all applicable approvals (MTO, Local Conservation Authority, MNRF, NECB, etc.);
- f) A checklist showing how the draft plan conditions have been addressed;
- g) Payment of applicable Public Works Development Review Fees based on current cost indicated in County Fees and Charges By-Law No. 4889-2007 (or as amended) at the time of Engineering submission;

- h) Schedule in Gantt chart format outlining expected timelines for approval and servicing and;
- i) Contract documents, as requested by County.

2.5.1.3 “As-Constructed” Submission

Upon completion of construction works, developers are required to submit as-constructed drawings to the County for approval:

- a) As-constructed drawings must accurately reflect the final state of the constructed project, including any modifications or deviations from the original plans;
- b) The submission of as-constructed drawings must be facilitated by the developer's consultant;
- c) The consultant must ensure that the as-constructed drawings are updated to reflect any changes made during the construction process;
- d) All as-constructed drawings must be stamped with the seal of a licensed engineer;
- e) The stamped drawings must be submitted to the County within fifteen (15) working days of completion of construction works;
- f) The Engineer shall also provide the drawings in electronic file format (.DWG or .DXF and as a native PDF) to the County's satisfaction;
- g) Failure to submit accurate and stamped as-constructed drawings within the specified timeframe may result in penalties or delays in project approval processes.

2.5.1.4 Construction Inventory

The County is tracking quantities and costs of works constructed in residential subdivisions throughout the County in order to compile statistical information, establish average construction costs for municipal works and to collect data for County Asset Management. This information will assist in determining average rates for the County's share of servicing costs, forecasting to determine County contributions for future works as part of its Staging of Development Programming, keeping an up-to-date log of County assets and budgeting for future growth requirements under the County's Development Charge Studies. This information is required from the Applicant's Consulting Engineer at the time when the approved engineering drawing package is submitted to the County, prior to start of construction. The construction inventory sheet shall be in MS Excel file format. The inventory sheet shall contain the type, size and cost of municipal works to be inventoried by the County.

2.5.1.5 Agency Approvals

Municipal Consent Process for New Development

The Applicant, Consulting Engineer, and/or Utility shall be required to co-ordinate the municipal consent process for utility installation on new developments and / or development within County right-of-way. The utility companies shall forward their completed plant design in digital format (.DWG/.DXF) to the Consulting Engineer, who shall prepare a Composite Utility Plan as required for submission to the County.

A Road Occupancy/Excavation Permit will be required from the County for any works proposed within Oxford County Road allowance.

MECP Consolidated Linear Infrastructure (CLI) Approvals

The Engineer shall submit MECP application forms for CLI Approval for sanitary sewers and storm sewers (for the latter, when it is owned by the County). An additional set of Engineering drawings shall be provided to the County to accompany the application submission.

The Developer and their assigned Engineer will be responsible for conforming to conditions of the County's CLIs for the sanitary collection system and storm collection/management system. This includes requirements for design/approvals, inspection, and testing of sewers.

MECP Municipal Drinking Water License Program (Form 1)

Water servicing approvals are processed under the MECP Municipal Drinking Water Licensing Program. Under provincial license, the system provides the municipality with a Municipal Drinking Water Permit from which the municipality issues Drinking Water Works Permit Amendments for the works to be constructed by the Proponent.

The Engineer shall submit MECP application Form 1 – Record of watermain as a Future Alteration, for all new watermain to be connected to the water distribution system. Additional drawings and technical documentation (as required) shall be provided to the County to accompany the application submission.

Water System Construction Acknowledgement

The Engineer shall submit a completed and signed Water System Construction Acknowledgement form prior to beginning work on any Oxford County water system infrastructure. Submission of the completed form is acknowledgement that the company(ies) completing and overseeing the work, including employees of the company(ies), subcontractors, agents, and suppliers, will work in accordance with legislation and regulations and are accepting corporate responsibility for ensuring legislative compliance.

2.5.2 Site Plans

The County utilizes the Site Plan Control By-Law to ensure functional and high-quality developments are constructed throughout the County. At the time of site plan approval, a development agreement is registered on title with schedules including site plan and servicing drawings.

2.5.2.1 Definition of Stages

Agreement Compliance for Site Plans can be described in the following stages:

Construction Compliance and Site Management

Throughout the course of Site Plan construction, the Owner is responsible to maintain site construction activities in a manner that is acceptable to the County and ensure that all works are in conformity with the approved plans, policies, By-Laws and development agreement provisions.

Compliance issues during construction are typically flagged to the County on a complaint driven basis, at which point staff coordinate with the Owner to ensure issues are resolved promptly.

2.5.2.2 Initial Submission

Engineering submission requirements will vary between sites and projects depending on the scale and context of the proposal. The requirements will be determined in consultation with the County's Development Review Team. Complete submissions shall be accompanied by a covering letter prepared by a qualified professional indicating where deviations from County Standards or policies have occurred, and cause for the deviation (if applicable). Additional requirements may be determined by the Formal Consultation. Unconventional requirements should be discussed with Formal Consultation staff prior to submission.

Engineers Qualifications

Drawings and reports shall be prepared by a qualified professional engineer licensed in the province of Ontario.

Design Submissions

Design submissions are to be accompanied by any supporting documentation required for the completeness of the application. Such documentation may include, but may not be limited to, copies of the following reports:

- a) Geotechnical (soils) Report;
- b) Hydrogeological Report;
- c) Traffic Impact Assessment Report;
- d) Environmental Assessment;
- e) Copies of reports submitted to the Conservation Authority;
- f) Stormwater Management Report;
- g) Noise Report;
- h) Functional Servicing Report;
- i) Vibration Report;
- j) Archaeological Report.

Site Plan Drawings

A complete set of engineering and/or architectural drawings will be required for the site plan application submission. Engineering drawings typically required for site plan developments shall include, but not be limited to:

- a) Site Plan Drawing (general layout with site data chart);
- b) Site Grading and Drainage Plan (including erosion and sediment control);
- c) Site Services Plan and Profile;
- d) Landscaping Plan;
- e) Electrical Services and Utilities Plan;
- f) Lighting Layout and Distribution Plan;
- g) Building Elevations Plans;
- h) Any servicing external to the site that may be required for proposed connections; and
- i) Any other Plans or Details required due to Study or Report recommendations.

2.5.2.3 Subsequent Engineering Submissions

Upon review of the first submission of Engineering drawings and reports by the County (and other review agencies), the Engineer shall amend the drawings and reports to incorporate the comments and shall submit:

- a) One (1) complete set of revised Engineering drawings as outlined in first (or previous) submission(s); Note: the revision block on all drawings is to be updated to include the revision number, comment about the revision and the revision date, Final approved drawings shall be signed and sealed by a Professional Engineer licensed by PEO;
- b) Signed and sealed Engineering Cost Estimates (Schedule of Works) for inclusion in the development agreement. Actual contractor pricing may be used if deemed acceptable by the County and area municipality;
- c) Copies of all applicable approvals (MTO, Local Conservation Authority, MNRF, NECB, etc.);
- d) A checklist showing how the site plan conditions have been addressed;
- e) Payment of applicable Public Works Development Review Fees based on current cost indicated in County Fees and Charges By-Law No. 4889-2007 (or as amended) at the time of Engineering submission;
- f) Schedule in Gantt chart format outlining expected timelines for approval and servicing and;
- g) Contract documents, as requested by County.

2.5.2.4 Construction Compliance and Site Management

Throughout the course of site development and construction, the Owner will be responsible to undertake and maintain construction activity on the site in a manner acceptable to the County, ensuring that all works are carried out in conformity with the approved plans, By-Laws and provisions of the Development Agreement. Any public complaint as a result of the development shall be given due priority and addressed appropriately to the satisfaction of the County.

Site Management

In terms of good site management, the following are items to proactively consider during the construction phase of a development project:

- a) Development Notification Signage indicating Owner/Consultant/Contractor contract information and the County's site plan application file number.
- b) Maintain site in a neat and orderly condition, with regard to:
 - Debris and waste management;
 - Operation and storage of construction equipment and building materials;
 - Dust control;
 - Idling vehicles, generators and other equipment;
 - Public sidewalk and roadway maintenance including snow and tracked soil/mud removal to ensure these areas remain free of obstructions and damage is avoided;
 - Construction fencing to ensure the public is not exposed to undue risk;
 - Surface drainage and grading.
- c) Protect public property within the right-of-way in accordance with the policies and By-Laws of the County;
- d) Ensure work undertaken does not damage or create a hazard to adjacent private property or unduly impact the surrounding public;
- e) Have regard for all applicable County and Area Municipality By-Laws, such as, but not limited to, the following: Noise Control, Road Occupancy, Encroachment, Sewer Use, Parking, Load Restrictions, etc.
- f) Maintain adequate Erosion and Sediment Controls with continued inspection, monitoring and maintenance throughout construction and build-out.

2.6 ASSUMPTION OF SERVICES

Assumption of services will occur when the County of Oxford assumes responsibility for the maintenance, repair and liability of works and services installed as part of plan of a subdivision, site plan or consent process. Assumptions will be taken into consideration solely upon the Owner fulfilling the requisite conditions delineated within the relevant agreement (including but not limited to the plan of subdivision, site plan, and consent). All works and services must be

constructed per the approved plans, appropriate certification provided, and the Owner must demonstrate how all requirements of the applicable agreement have been satisfied.

Assumption of infrastructure (and commencement of the warranty period) shall not be granted until the following deliverables, as applicable, have been submitted by the Developer (to satisfaction of County Public Works):

- a) Engineer Certification Letter;
- b) As-Built Drawings;
- c) Service Record Sheets;
- d) Daily Site Inspection Records;
- e) Construction Photos;
- f) Substantial Performance & Proof of Publication Certificate;
- g) Quality Assurance Testing (e.g. Geotechnical Testing Reports);
- h) Commissioning Records, Water Distribution System Testing (e.g. Water Pressure/Leakage testing, Fire Flow testing, tracer wire continuity testing, etc.);
- i) Sewer CLI-ECA Testing (CCTV sewer videos, Deflection Testing, Leakage Testing);
- j) Project Deficiency/Outstanding Work List;
- k) Any other project specific item required by Oxford County Public Works.

Once the Developer has submitted all documents to the satisfaction of Public Works, the County will issue a Preliminary Acceptance Letter confirming that the warranty period commences.

2.7 WARRANTY PERIOD

The duration of the warranty period will be determined and formalized within the agreement pertinent to the planning file (e.g., plan of subdivision, site plan, consent), as well as in accordance with the regulations set forth by the local municipality and County of Oxford. An End of Warranty Certificate will be issued upon successful completion of the warranty inspection and confirmation that any outstanding obligations of the pertinent agreement have been satisfied.

Following Assumption by the County, assumed infrastructure must complete the Council-mandated one-year Post-Assumption Warranty Period. During this period, the Owner remains responsible and liable for warranty defects related to poor materials or workmanship.

2.8 SECURITIES

As a condition of site plan/severance/subdivision approval, the County may request securities to ensure that site works comply with the approved plans and all obligations to the County are fulfilled. Securities are a monetary deposit collected by the County to ensure that works

identified in the Development Agreement are carried out in accordance with the Development Agreement and approved design. Following the completion of a development and all required works, the developer may apply to the County to verify that all works are completed as required by the Development Agreement and all obligations to the County are fulfilled. Following this determination, securities will be released.

Note, all securities associated with the plan of subdivision approval process are to be submitted to, held by, and released by the Area Municipality (unless otherwise informed/required by Oxford County Public Works). Oxford County's consent/approval is required prior to the Area Municipality releasing any such securities.

Calculating Financial Securities

Financial security must be furnished to the County for all internal works or services that are to be designed, constructed, and ultimately transferred to the County for ownership. The estimated amount of financial security for such internal works shall be determined by a qualified professional engineer, and amount to 100% of the estimated cost, unless otherwise agreed to by the County in collaboration with the affected Area Municipality.

Similarly, financial security must also be provided to the County for all external works or services, including those within the County right-of-way, which are to be designed, constructed, and handed over to the County. The estimated amount of financial security for external works shall likewise be assessed by a professional engineer, and amount to 100% of the estimated cost.

Submission of Securities

The securities must be provided to the County by certified cheque, bank draft, debit, cash, or irrevocable Letter of Credit issued by a Canadian chartered bank or other financial security in the form satisfactory to the County. In addition, for development obligations under the *Planning Act*, a surety bond is an acceptable form of security. If a surety bond is provided as security, it must be in compliance with the County's Surety Bond template and the requirements under the *Planning Act* and Ontario Regulation 461/24. Securities shall be provided at the time the Site Plan Agreement is entered into and prior to the commencement of works on the property or issuance of a building permit.

Release of Securities

When a release of securities is requested, the applicant shall provide the required evidence the works have been completed in accordance with the approved site plan. A cover letter requesting inspections and security release shall be submitted with the required evidence. The County will coordinate the required inspections of the property with the appropriate person to confirm and the securities will be returned to the owner after the inspection and approval of the works.

2.9 CONSENT APPLICATION AND COMPLIANCE

Consent is a term used in provincial planning legislation (Ontario Planning Act) to describe the approval required to subdivide land without the requirement of a plan of subdivision. It is most commonly used to sever an existing lot or parcel into more than one lot.

Upon approval of application, the Consent Authority may impose conditions of consent as part of the provisional decision. Conditions can include, for example, the requirement for Site Plan Approval or for the Owner to enter into a consent agreement with the County.

Should consent conditions necessitate the construction of external works within County right of way, the Owner will be required to enter into Consent Agreement and provide adequate securities to ensure construction of the applicable works. Any external works required under a consent agreement will be subject to the same compliance requirements as if required through a development or Subdivision Agreement.

2.9.1 Consent Agreement Compliance Objectives

The Consent Authority may impose reasonable conditions through the provisional approval of consent applications which may include the requirement to enter into a Consent Agreement to ensure that:

1. All existing works and services for both retained and severed parcels are in general conformity to the current Oxford County Standards, specifications, all applicable By-Law requirements and fulfill obligations imposed through the provisional decision of Consent;
2. All materials, workmanship and construction techniques and technologies used are inspected and certified by the Owner's Professional Engineer to be in compliance to County's standards;
3. All works and services (both, surface and ground structures) constructed within the municipal limits, if required, are per approved plans, consistent with Oxford County standards and specifications;
4. Protect the interest of the public, property owners and occupants of the new development, neighbouring properties and to eliminate or reduce negative impacts to adjacent lands as a result of new creating new lots/parcels;
5. Stormwater drainage and erosion control management programs are in place to protect downstream property, infrastructure and natural features.

2.10 EXTERNAL WORKS

Works external to a site can be triggered by development related to subdivision, site plan or consent and, when required, the terms for external works compliance will be established through the associated agreement.

2.10.1 Definition of External Works

External works typically represent approved works constructed by the Owner outside the limits of their property such as extension of a sewer or minor road works as a result of proposed development. There are also circumstances where works internal to the site may be considered “external” if the proposed works benefit parties beyond the limits of the site such as a sewer servicing upstream lands that crosses the site through an easement.

External works may include items such as:

- Installation of municipal infrastructure (e.g., watermains, sanitary sewers, pump stations, storm sewers, outlet control devices, others);
- Traffic channelization and turning lanes;
- Sidewalks, trails, curbs, other similar physical features; and
- Traffic control devices (e.g., traffic signals).

2.10.2 Role of Professional Engineer in Delivering External Works

The Owner shall appoint a qualified Professional Engineer registered with Professional Engineers Ontario to design, supervise and certify the construction and installation of the external works, with the duties of the Professional Engineer to include, but not be limited to the following:

- a) Prepare and certify the designs in accordance with the Oxford County Engineering Standards;
- b) Obtain all necessary approvals from the MECP and coordinate with Conservation Authority, and any other external agencies, as required;
- c) Act as the Owner's representative in all matters pertaining to the construction;
- d) Assist and coordinate with Owner's Contractor to obtain Municipal Consent prior to initiating work within the right-of-way. However, obtaining Municipal Consent remains the Owner's Contractor responsibility;
- e) Provide contract administration and inspections for all external works, including utilities;
- f) Undertake any required testing and certify the quality of external works;
- g) Maintain all records of construction and upon completion to advise the County of all construction changes;
- h) Provide final "as constructed" drawings in a form acceptable to the County prior to acceptance of external works by the County; and
- i) Monitor external works for completion and restoration within the timelines specified in on the Permit of Approved Works (PAW) with the intent to minimize traffic disruptions.

2.10.3 Key Process Steps for External Works

County Involvement During Construction

Process for monitoring progress and responding to complaints is as follows:

1. Construction Progress Meetings.
2. Site Visits During Construction.
3. Complaint Response.

Timed Requirements

Process for implementing construction timing identified in Agreement is as follows:

1. Confirm timed requirements operational for use.
2. Issue timed requirement deficiency letter
3. Reduce, Dissolve or Utilize Security.

Acceptant of External Works

Process for clearing external works as operational and release security is as follows:

1. Owner Submits request for acceptance of works
2. County issues acceptance of external works requirements letter.
3. Joint external works inspection.
4. Final acceptance of external works.
5. 1 year warranty period for external works.

2.10.3.1 County Involvement (CI) During Construction

County Staff will remain engaged throughout construction of external works as Owner-led work within the right-of-way has the potential to impact the public and will ultimately be accepted as municipal infrastructure.

CI1: Construction Progress Meetings

Where development projects involve external works, Oxford County may have staff from other Divisions (Transportation, Water and Wastewater and/or Engineering Services) attend pre-construction meetings as well as subsequent site construction meetings, in addition to Development staff. Development staff will serve as the single point of contact for issues that arise relating to unexpected design or scheduling changes, provide clarification and advice on interpretation and application of County policies, standards, methods and procedures and coordinate technical inquiries during construction with other Divisions. The Owner's Professional Engineer remains responsible for all contract administration and inspection during construction.

CI2: Site Visits During Construction

Development staff will perform general visits to ensure compliance and will coordinate with the Owner's Professional Engineer with regards to construction compliance, public complaints and design matters that may arise during construction. However, County will not be involved and responsible for contract administration and inspections during construction. The Owner's Professional Engineer will be responsible for inspections and contract administration.

CI3: Complaint Response

Development staff will investigate all complaints received relating to external works and coordinate with the Owner's Professional Engineer to determine any measures necessary to address the concern. Should a critical deficiency or maintenance issue arise which is considered to be a safety or operational risk to the County or general public, the County will provide immediate notification to the Owner identifying a clear deadline by which the matter must be remedied. If not corrected in a timely manner, the County may proceed to schedule the necessary remedial work and invoice the Owner or drawdown on held securities for the total cost incurred.

2.10.3.2 Acceptance of External Works

Infrastructure installed or altered within an existing municipal right-of-way must be accepted by the County as operational for use prior to the County assuming maintenance of the new or altered infrastructure.

External Works Acceptance (EWA) occurs when all works and services are constructed in accordance with accepted plans, appropriate certification provided, and the Owner demonstrates how all requirements of the Development Agreement have been satisfied.

EWA1: Owner Submits Request for Acceptance of External Works

Requests for acceptance of external works can be submitted via email through the Public Works Development email portal: PublicWorksDevelopment@oxfordcounty.ca.

EWA2: County issues Requirements Letter for Acceptance of External Works

All requirements for acceptance of external works shall be outlined in the clauses of the development or consent agreement. Upon receiving a request for acceptance inspection, the County will provide the Owner a requirements letter summarizing the agreement clauses to be satisfied prior to accepting and assuming maintenance of the external works. While not all works will be assumed by the County (some infrastructure, like sidewalks, streetlighting, stormwater infrastructure will be assumed by the Area Municipality), the County does require certain assurances in order to provide acceptance after completion. The following list outlines the minimum requirements to be satisfied prior to assumption:

- a) Confirmation from the County inspector that all works, services, sewers, roads, sidewalks and other physical works have been constructed, certified and inspected to be in general conformity to the accepted plans and specifications;
- b) As required, confirmation from applicable County Divisions that specialized external works are satisfactory;

- c) Submission of all stamped "As-Constructed" drawings and digital files by the Owner's Professional Engineer; and
- d) Confirmation or certification on any other specific requirements under the Development Agreement.

The Owner's Professional Engineer shall submit a complete external works acceptance package containing all required documentation and certifications together with a cover letter clearly referencing and responding to each item in the issued Requirements Letter. Development will review the package and coordinate with the Owner's Professional Engineer to confirm as requirements are cleared and identify those requirements that remain outstanding. An acceptance of external works will be issued once all items identified in the requirements letter have been cleared.

EWA3: Joint External Works Inspection

The External Works Acceptance Inspection shall be completed by Development staff with the Owner's Professional Engineer in attendance, once the site is well-prepared for review. A well-prepared site shall include fully uncovered surfaces that are free of debris; the Developer shall ensure extensive cleaning is completed by the time inspection is scheduled. This ensures the physical work requirements can be cleared with the initial inspection. Alternatively, staff will provide the Owner's Professional Engineer with a summary of deficiencies. The Owner's Professional Engineer shall ensure that all deficiencies are rectified to the County's satisfaction prior to requesting a follow-up inspection.

At the time of the joint inspection, all works and services are to be completed and the road returned to base asphalt. The joint walkthrough will identify all deficiencies to be repaired prior to acceptance of external works. If required, divisional inspections should be completed prior to the joint walkthrough so that deficiencies identified by other County divisions (Water and Wastewater Services, Transportation and Waste Management Services, Engineering Services, Facilities and Fleet, etc.) can also be discussed while both parties are on site. Development staff will compile a deficiency list and forward to the Owner and their Professional Engineer. Should the Owner disagree with any noted deficiency items, they shall raise those concerns prior to the list being finalized as the list will form an agreed upon summary of repairs to be completed.

EWA4: Final Acceptance of External Works Inspection

The Owner's Professional Engineer may request the Final Acceptance Inspection once all agreed upon deficiencies, have been rectified and topcoat asphalt is in place. Failure to complete all items identified on the deficiency list will result in the requirement for further follow up inspections. If the Final Assumption Inspection is not requested within twelve months of the finalized joint walkthrough, the County may require a follow up walkthrough prior to scheduling the final inspection.

EWA5: Issue Acceptance of External Works

Development staff shall prepare and issue an Acceptance of External Works letter, with a copy provided to the appropriate operations divisions, to acknowledge when the County, and the

Area Municipality, assumes maintenance of new or adjusted municipal infrastructure within an existing municipal right-of-way.

EWA6: 1-year Warranty Period for External Works

Following acceptance of external works, the infrastructure will remain under warranty for a one-year period or as indicated in the development agreement. During this period, the Owner remains responsible and liable for warranty defects related to poor materials or workmanship. Warranty defects shall be considered deficiencies that reasonably should not have occurred given the age of the infrastructure and are not related to maintenance damage or damage caused by a party or force other than the Contractor.

2.11 RIGHT-OF-WAY PERMIT

All development driven works within County right of way will require a Right-of-Way permit, which is contingent upon the following from the Developer's Professional Engineer:

- Permit applications that are deemed complete must be submitted a minimum of ten (10) business days prior to the start date;
- The applicant must provide a Traffic Management Plan (TMP) that meets all the requirements of the Ministry of Labour and the Ontario Traffic Manual (OTM) Book 7 – Temporary Conditions. A TMP sets out the general staging of the work that will ensure safe through traffic movement, utility services, pedestrian traffic and vehicular access to the areas and businesses adjacent to the construction site, while allowing for the safe construction of the desired works. It is a tool that effectively harmonizes the construction project's physical requirements with the operational requirements of Oxford County and the transportation needs of the road users within the County. The TMP must be reviewed and approved by the County's Transportation Division prior to the issuance of a Right-of-Way permit.
 - The applicant must provide a separate Traffic Control Plan (TCP) for the proposed occupancy/work that is in general conformity with the TMP. This should be added in the form of a note on the TMP;
- The County will require 100% securities for all works to be completed within the municipal right-of-way. This will be based on the Developer's Engineer's estimate for external works within the municipal right-of-way. This amount shall be deposited to the County, and will be released when the work has been completed to the satisfaction of the County. Payment can be made by calling customer service at 519-539-9500 ext. 3915, and making payment over the phone with either Visa or Mastercard. File number must be mentioned for reference;
- The applicant shall submit engineering drawings which include servicing and road restoration details;
- The applicant shall be required to have their Engineer undertake full time inspection of works within the right-of-way. The Engineer shall provide satisfactory field notes, material specifications, compaction results and construction photos;

- The Traffic Control Plan, Engineer's estimate, engineering drawings, and any other supporting documentation must be circulated to PublicWorksDevelopment@oxfordcounty.ca for review and approval prior to submission for Work in Right-of-Way Permit;
- The applicant's contractor must be approved by the County before work can commence in the right-of-way. The contractor shall give the County a minimum of 48 hours notice prior to water service connections. A licensed operator from the County shall be present for all connections and any other water operations (valve turning, testing, etc.).