

City of Ottawa Right of Way Permits and Approvals Overview and Update

NCHCA Education Series
February 26, 2026



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Agenda

- ROW By-laws and Permits
- Public Utilities and City Works
- Municipal Consent and Utility Circulations
 - Circulation Process
- Permits for Work in the ROW
 - Road Cut Permits
 - NEW Testing Requirement
 - Temporary Construction Encroachments
 - Temporary Road Closures



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ROW By-Laws and Permits

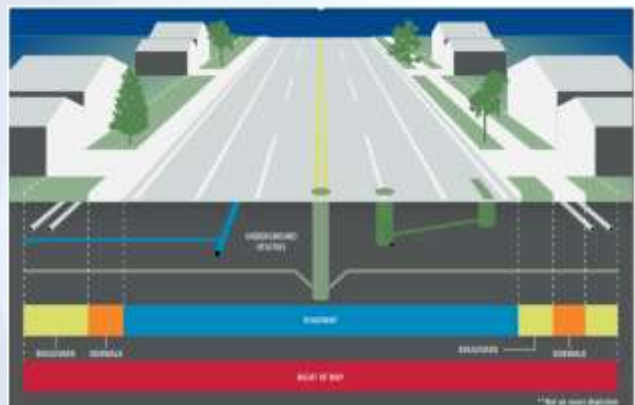
- Use and Care of Roads By-law No. 2003-498
 - Grass and Weed maintenance in boulevard
 - Dumping materials / removing grass
 - Residential gardening and Free Library Boxes
- **Road Activity By-law No. 2003-445**
 - Excavation and Road Activity
 - **Road Cut Permit**
 - **Temporary Construction Encroachment Permit**
 - **Temporary Road Closures**
- **Over-Dimensional Vehicles By-law No. 2003-497**
 - **Over-Dimensional Vehicle Permits**
- Encroachment By-law No. 2003-446
 - Permanent Encroachments
- Private Approach By-law No. 2003-447
 - Portion of driveway within ROW
 - New Access By-law
 - Access Permits
- Signs on City Roads By-law No. 2003-520
 - Specific Categories – Permits
- **Municipal Consent Application and Utility Circulations By-law No.2024-486**
 - **Municipal Consent Applications**
 - **Utility Circulations**



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Public Utilities – Agreements and Legislation

- Telecommunication Carriers
 - Federal Telecommunications Act
 - Municipal Access Agreements
- Gas Distribution (Enbridge)
 - Ontario Energy Board
 - Franchise Agreement
- Electricity Distribution
 - Hydro Ottawa and Hydro One
 - Provincial Electricity Act



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Coordinating Utility and City Works

- Approval and Coordination of Infrastructure
 - Municipal Consent Approval (MC)
 - Location of Utilities
 - Developer Shoring in ROW
 - Utility Circulations (UC)
 - City Projects
 - Development Works Assumed by City
 - Inform other approvals (e.g., Encroachment)
- Objectives:
 - Mitigate Conflicts and Protect City Assets
 - Coordinate Work
- ROW Approvals Team



MC and UC Process

- **Municipal Consent UCC Exemption Guidelines:**
 - Category A – Proceed to Road Cut Permit
 - Category B – No Circulation required
 - Category C – Circulation required
- **UCC Clearance Matrix**

Step 1	Step 2	Step 3	Step 4	Step 5
Application Submitted	Review for Completeness	Category B Issuance or Circulation	Circulation	Municipal Consent or Utility Circulation Closing Memo
Timeframe: 10 working days			Timeframe: 15 working days	Timeframe: 5 working days
Common Challenges: <ul style="list-style-type: none"> - Incomplete Information - Drawings do not meet submission requirements - Missing utilities and information 			Common Challenges: <ul style="list-style-type: none"> - Response times cannot be enforced - Objection resolution 	Municipal Consent valid for 1 year Field Deviations beyond 0.25m must be approved
Solution: <ul style="list-style-type: none"> - Review application information before submission - Ensure plans are up to date - Consult GeoInformation Centre 			Solution: <ul style="list-style-type: none"> - Ensure contact information is valid - Work with respondents 	



Road Cut Permits

A Road cut permit is required when digging in **ANY PART OF** the ROW

<http://www.ottawa.ca/roadactivity>



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Road Cut Permits

- Permit Requirements
 - Indemnification and Insurance
 - Securities
 - Traffic Management Review
 - Reinstatement Standards – R10
- Notification
- Resurfacing Requirements
- Restrictions on Cuts Into New Pavement
- Road Cut Completion Report

Helpful Hints:

- Check GeoOttawa for:
 - Road classification
 - Pavement Age
 - Restrictions on Cuts Into New Pavement
- Consult www.Ottawa.ca/roadactivity for:
 - Insurance requirements
 - Notification templates
 - Road Cut Resurfacing Policy
 - Commonly Applicable Standards
- Ensure 24/7 Contact is correct

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NEW – Reinstatement Testing

- Beginning March 1, 2026
- Requirement of City Audit
- Applicable to cuts into roadway subject to a Restriction on Cuts into New Pavement (Moratorium)
- Road Cut Completion Report must include:
 - Passing Compaction Test Result for Granular A
 - Passing Compaction Test Result for Granular B
 - Asphalt Ticket illustrating use of acceptable Asphalt
- Testing must be performed by Certified Testing Company
- Road Cut Permit will note Testing Condition



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Temporary Construction Related Encroachment Permits (TCE)



- Occupy ROW for Work on Private Property
- Traffic Management Inspector Coordinates
- Road Activity by Public Utilities and the City



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Temporary Road Closure

- Required When Closing at least One Direction of Traffic.
- Associated Road Cut or TCE Permit, or Road Activity
- Coordination and Notification of City Services
- Notification = At least 10 Working Days
- Local Traffic Accommodated
- **Take Away** – Contact Area or On Call Traffic Management Inspector or ROW Permit Office



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Over Dimensional Vehicles

- Highway Traffic Act
- Over-Dimensional Vehicle By-law
- Permitting System for:
 - Over-Dimensioned (L/W/H)
 - Over-Weight
- Review of Over-Dimensional Vehicle By-law:
 - Targeted Completion 2027
 - Comprehensive Review
 - By-law, Fees, Business Process
 - Stakeholder Consultation Fall 2026



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Key Contacts

Approvals, Permits and Agreements:

- Rob MacLachlan (Program Manager – ROW Branch)
- Everett Paulin (Senior Engineer – ROW Approvals) – Municipal Consent and Utility Circulations
- Rebecca Belrango (ROW Coordinator – ROW Permit Office) - Road Cut, TCE or Temporary Road Closure Permits, ODV, ROW Agreements

Reinstatement and Construction:

- Kevin Lamer (Program Manager – Inspections Branch)

Geoinformation Centre:

- Darren Cope (Program Coordinator – Geographic Information Services)

Traffic Management:

- Nick Ceschia (Supervisor – Traffic Management Inspections)
- Scott Muir (Senior Specialist – Traffic Management Construction)

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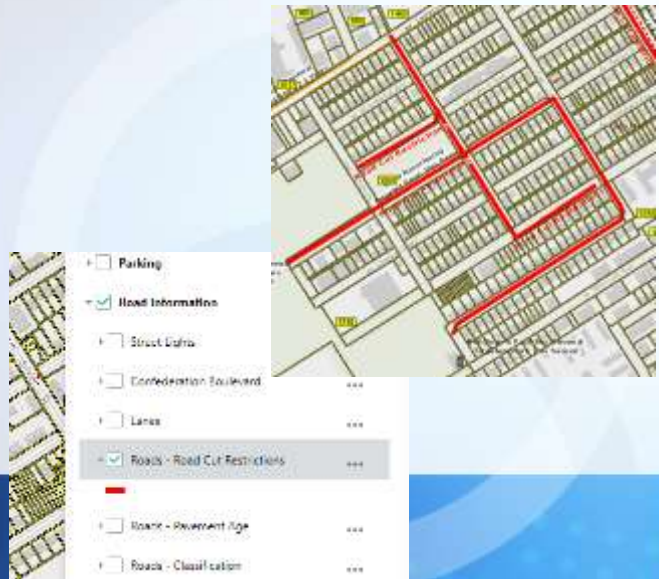
Questions?



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Restrictions on Cuts into New Pavement

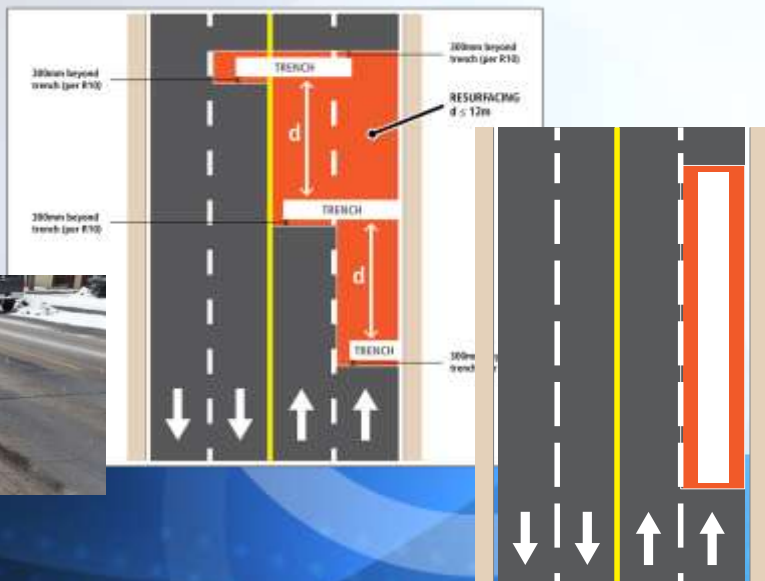
- No cuts into **pavement** for three (3) calendar years following:
 - Construction
 - Reconstruction
 - Resurfacing
- Can check geoOttawa
 - Capital Forecasting Layer – upcoming resurfacing project
 - Existing Moratorium
- Exception for Development
 - Explore coordination opportunity first
 - Greater Resurfacing and Pavement Degradation Fees



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Road Cut Permits – Broader Resurfacing

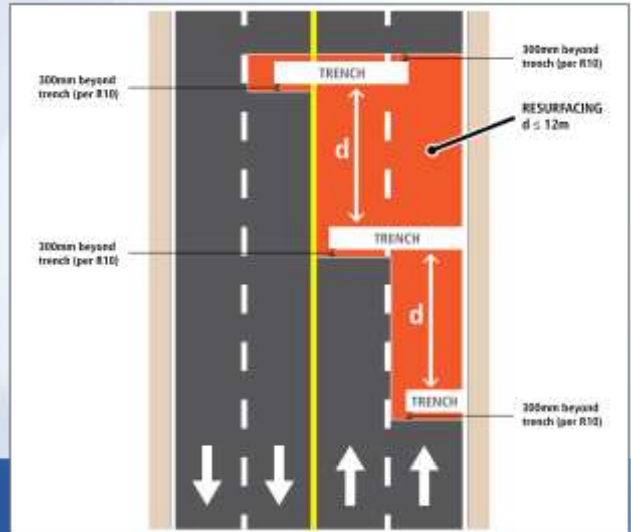
- **Road Cut Resurfacing Policy**
 - Set Expectations
- **Applies to:**
 - Developers and Builders
 - Utilities
 - City Work



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Development – Resurfacing Requirement

- Three or more excavations
- Cuts within 12 metres of each other
- Single resurfacing to lane, centreline or full roadway width depending on width of excavation
- Identified as part of Site Servicing Plan review
 - Show cut sizes for all services and as many utilities as are known
- Consent – Condition of Approval – One Site Servicing Plan



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Development – Resurfacing Requirement



Cuts less than 12 metres apart



Cuts less than 12 metres apart

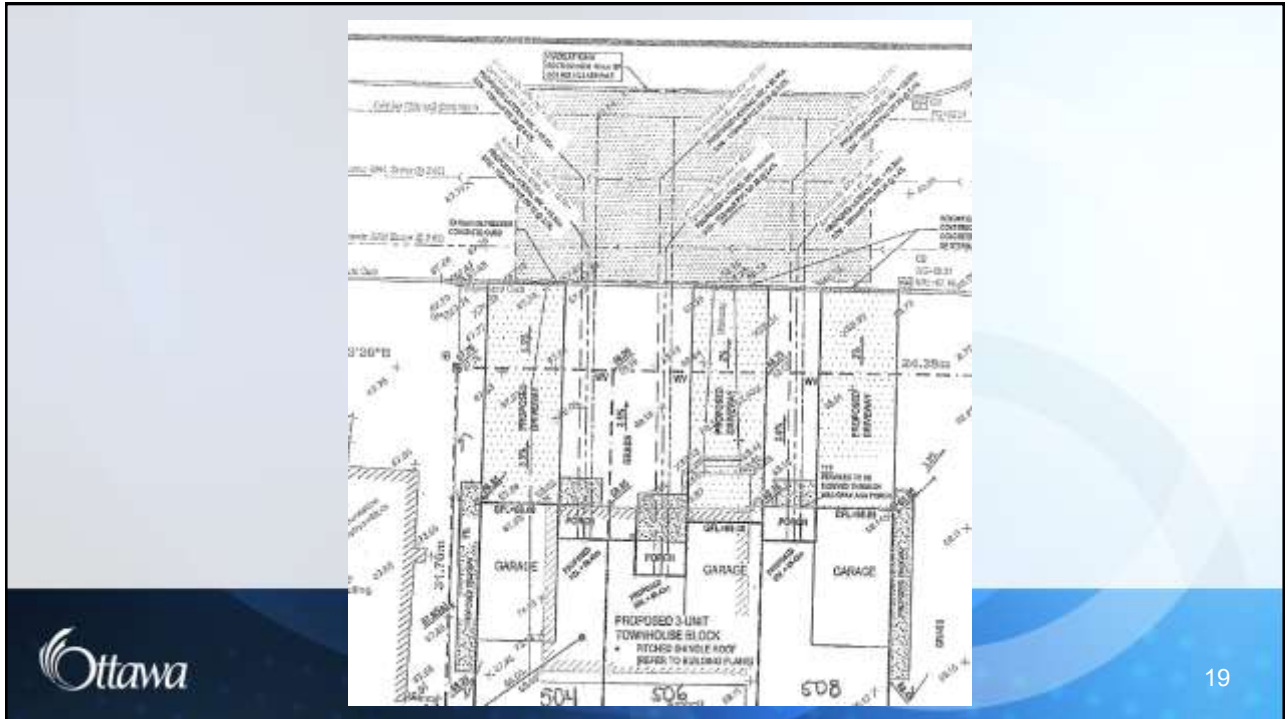


Cuts more than 12 metres apart

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Securities – Development Resurfacing

- Where no Site Plan or Subdivision Agreement
- Identified at time of Site Servicing Plan review
- Form agreement and security amount provided to applicant Developer/Builder
- Square metre rate based on extent of resurfacing of roadway
 - \$50.00 per square metre (milling and paving)
- Must be submitted to ROW Permit Office before any Road Cut Permits may be issued

Right of Way (ROW) Damage Deposit



The **ROW Damage Deposit** is collected to protect the municipal right of way and to ensure proper reinstatement.

Cost of the ROW Damage Deposit:

- \$110.00 application fee (non-refundable)
- single, duplex and triplex dwellings: \$3000
- semi-detached and townhouse: \$3000 per unit
- commercial or industrial building: \$3000



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Inspections

- ROW Inspection Group
- Reinstatement Requirements
- Road Cut Completion Report



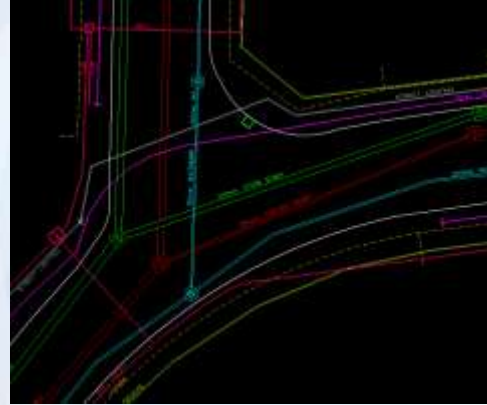
Why are proper reinstatements so important?

- Dangerous
- Trip and fall hazards
- Damage to vehicles

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Central Registry – Coordination Starts Here

- Partnership between the City (50%) and Utilities (Rogers, Bell, Enbridge, Hydro Ottawa, etc.)
- Mandate: To map all infrastructure within the Right of Way
- Maintained by a team of technicians using As-Built drawings and revisions and plant data sent by City departments and the Utilities
- Requests for data made via GeoInformation@ottawa.ca



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Private Approach

[City's Private Approach By-law \(2003-447\)](#)



A Private Approach is the portion of the driveway within the City's right of way

Private Approach Permit Required for new driveway, widen or close an existing driveway

- [Driveways | City of Ottawa](#)
Must lead to a parking space permitted under the Zoning By-Law (2008-250)
- Road Cut Permit is required
 - Not required to resurface the existing footprint (no PA permit required)
 - Private Approach With Culvert
- **Take Away:**
 - Asphalt addition or curb cut = Private Approach By-law
 - Interlocking within ROW only = Use and Care of Roads By-law



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Scenario 1

Longitudinal Trenches – Single Lane

300mm beyond trench (per R10)

RESURFACING

TRENC

≤1m

300mm beyond trench (per R10)

Circumstance	Action
Pavement age three (3) years or less	Full lane grind and pave, allowing 300mm step key on all sides of permanently repaired road cut by R10 Standard Trench Reinstatement in paved surface.

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Scenario 2

Longitudinal Trenches – Single Lane

Trench located ≤1m from curbline or construction joint

300mm beyond trench (per R10)

RESURFACING

TRENC

≤1m

300mm beyond trench (per R10)

Circumstance	Action
Pavement age older than three (3) years	If a road cut is 1m or less from the curb, resurfacing must extend to the curb. If road cut is 1m from catch basin / iron work, resurfacing must extend to catch basin / iron work (see scenario 8).
Trench located ≤1m from curbline or construction joint	
	Allow for 300mm step key on all sides of permanently repaired road cut by R10 Standard Trench Reinstatement in paved surface.

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Scenario 3

Longitudinal Trenches – Multiple Lanes

Circumstance	Action
Pavement age three (3) years or less	Grind and Pave required (shown in orange).
	Road cuts that cross lanes must be squared off. Allow for 300mm step key on all sides of permanently repaired road cut by R10 Standard Trench Reinstatement in paved surface.

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Scenario 4

Single Transverse Cuts – Single Lane

A single transverse cut contained within one lane

Circumstance	Action
Pavement age three (3) years or less	Full lane and/or centreline grind and pave with 300mm step key allow as per R10 Standard on each side of the road cut (shown in orange).
	If road cut is 1m from catch basin / iron work, resurfacing should be brought to catch basin / iron work (see scenario 8).

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Scenario 5

Single Transverse Cuts – Multiple Lanes

A single transverse cut extending to more than one lane

Circumstance
Pavement age three (3) years or less

Action
If road cut is 1m or less from centreline of visible construction joint then grind and pave must extend to centreline and or visible construction joint. If cut is 1m or less from catch basin / iron works, then grind and pave must extend to catch basin / iron works (see scenario 8).

Allow for 300mm step key on all sides of permanently repaired cut by R10 Standard Trench
Reinstatement in paved surface (shown in orange).

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Scenario 6

Development Cuts – Multiple Lanes

Multiple cuts Associated with a development

Action
If $d \leq 12m$, continuous resurfacing
If $d > 12m$, separate resurfacing

In both situations, allow for 300mm on either side of the trench as shown.

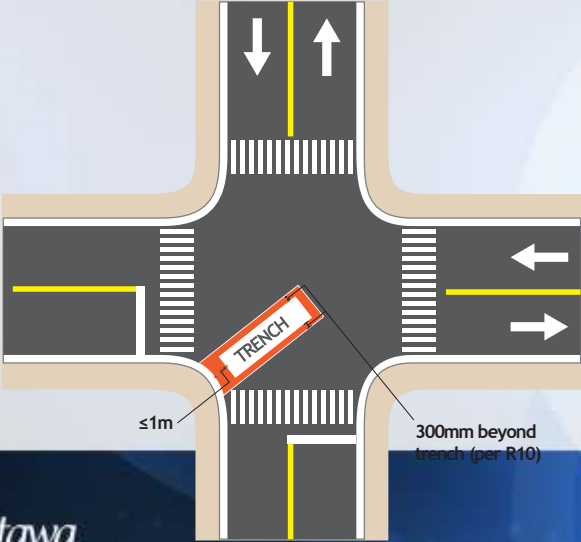
When three (3) or more cuts are required as part of a development, each road cut within 12 metres of another must be resurfaced together. The extent of the resurfacing will be to the nearest lane line, centreline, or curb of each cut (shown in orange).

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Scenario 7

Intersection Cuts



Action

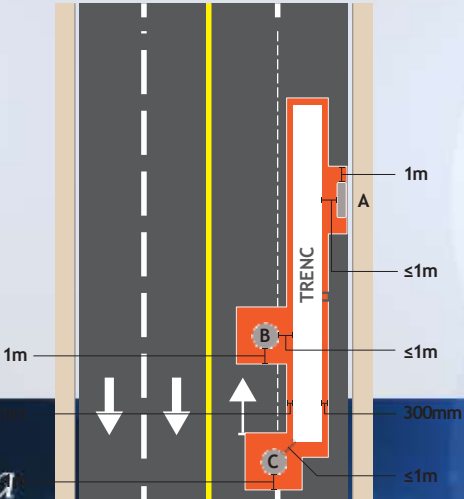
Regardless of payment age, road cuts 1m or less from the curb / catch basin / iron works, grind and pave must extend to curb / catch basin / iron works (see scenario 8).

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Scenario 8

Iron Works



Action

A & B. If cut 1m or less extend resurfacing to iron works.

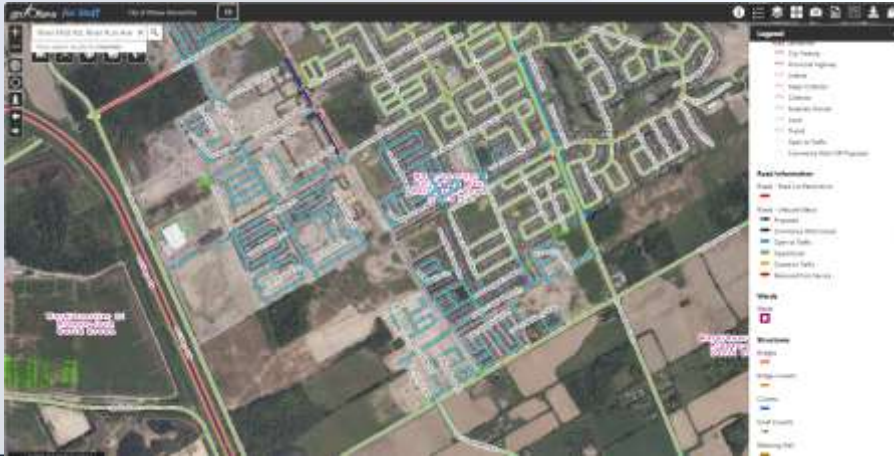
C. If corner of Cut is 1m or less from Iron Works extend resurfacing to Iron Works.

Apply to all other scenarios.

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GeoOttawa- Roads- Life Cycle Status



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Development Inspection Elements



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Public Realm and ROW Agreements

- BIA Installations
- Community Groups
- Signs in the ROW
- Banners
- Permanent Encroachments
- M&L Agreements
- Licence of Occupation
- **Take Away** – Contact ROWAdmin@ottawa.ca

