

Section A: Project Details

1. Project and Applicant Information

Project Name:
Project Address:

2. Applicant Information

Applicant Name and Role	Company Name
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of the Owner	
Company Address	
Phone Number	Email address

3. Owner Information (If different from applicant)

Name	Position or Company
Address	
Phone Number	Email address

4. Applicant Scope Details

Applicant's Scope of Work:	
Applicant's Equipment and Tools:	
Applicant's Labour Workforce (position/roles required for the task):	
Is a Streetcar or Bus Diversion Required by the Applicant? (Applicable diversion fees may apply to any routes impacted.)	
<input type="checkbox"/> Streetcar <input type="checkbox"/> Bus <input type="checkbox"/> No Diversion Needed <input type="checkbox"/> Other:	
Applicant's Project Type (check all that apply):	
<input type="checkbox"/> Underground Utility within Municipal ROW <input type="checkbox"/> Underground Utility on Private Property <input type="checkbox"/> Overhead Utility within Municipal ROW <input type="checkbox"/> Overhead Utility on Private Property <input type="checkbox"/> Public Roadwork <input type="checkbox"/> Public Curbs, sidewalks and streetscaping <input type="checkbox"/> Roadwork on Private Property <input type="checkbox"/> Other	
Proposed Working Window Start Date and Time:	Proposed Working Window Finish Date and Time:
Approximate Duration of Work (days or hours):	

5. Access Details
<p>5.1 Does the Applicant require access to LRT Infrastructure?</p> <p>Stations/Stops <input type="checkbox"/> Maintenance and Storage Facility (MSF) <input type="checkbox"/> Operations Company Building (OPSCO) <input type="checkbox"/> Back of the House <input type="checkbox"/> Track Level /Guideway <input type="checkbox"/> Other (i.e. station/stop name, etc.): (If you answered yes to question 5.1, refer to additional requirements outlined in Section B)</p>
<p>5.2 Is equipment or resources required from the Metrolinx (e.g. CTSM)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Details:</p>
<p>5.3 Is escort required from Metrolinx (e.g. CTSM)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Details:</p>
<p>5.4 Does the Applicant require a vehicle from Metrolinx (e.g. CTSM)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details:</p>
<p>5.5 Is the Applicant's work is within 3 meters of the OCS (Overhead Catenary System)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details:</p>
<p>5.6 Is the Applicant's work is within 0.9 meters of the OCS (Overhead Catenary System) and requires Isolation of the OCS?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details:</p>
<p>5.7 Does the Applicant's work require Utility Locates?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details:</p>
<p>5.8 Indicate the system that the proposed work will affect:</p> <p>Presto <input type="checkbox"/> Telecom <input type="checkbox"/> Other:</p>
<p>5.9 Reason for the Proposed Work:</p> <p>Repair <input type="checkbox"/> Modification <input type="checkbox"/> LRT Extension <input type="checkbox"/> Other:</p>
<p>5.10 Affected Asset Maintained by:</p> <p>Maintainer <input type="checkbox"/> Metrolinx <input type="checkbox"/> Unknown <input type="checkbox"/> Other:</p>
<p>5.11 Will LRT service disrupted (e.g. train service, LRT operations, LRT maintenance)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Details:</p>
<p>5.12 Approximate distance to Metrolinx assets (indicate which asset below):</p> <p>Above-grade Asset <input type="checkbox"/> Below-grade Asset <input type="checkbox"/> Station Entrance <input type="checkbox"/> Other:</p>
<p>5.13 Will the project being carried out require LRT track level occupancy and track protection?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details:</p>

Section B: Documents Submitted and Owner's Authorization**1. Minimum Submission Requirements**

Include the following minimum submission requirements/documents when submitting an application to MCReviews@metrolinx.com:

Minimum Submission Requirements:

- 1. For major works, submit a detailed description of the work (scope of work cover letter or document).
- 2. Applicable technical plans, drawings, and/or surveys (PDF and CAD);
- 3. Traffic control plans as per the Ontario Traffic Manual (OTM) - Book 7 (inclusive of staging and laydown areas);
- 4. Any additional information necessary. The Applicant's submission must demonstrate that there will be no negative impact on Metrolinx LRT infrastructure. Metrolinx will review the submission and advise if additional information is needed.

If you answered yes to question 5.1, provide the following additional minimum information:

- 5. General Safety Management Plan

Note:

- 1. Refer to the *Metrolinx Operational LRT Review Guide for Third Party Utility and Roadway Work* for more information, including an overview of the review & approval process, timing, agreements with Metrolinx, technical requirements, and more.**
- 2. Incomplete applications will be returned to the Applicant and will not undergo a Metrolinx review process.**

2. Submission Requirements - Third Party Projects with Potential to Change Loading Conditions of Metrolinx LRT Infrastructure

If the third-party project has the potential to change loading conditions of Metrolinx LRT Infrastructure, Metrolinx may request the Applicant to initiate a Metrolinx LRT Technical Review process. The following documents are required. If already available at the intake stage and to expedite the review process, provide the following documentations:

Note:

- 1. Refer to the *Metrolinx Operational LRT Review Guide for Third Party Utility and Roadway Work* for more information, including an overview of the review & approval process, timing, agreements with Metrolinx, technical requirements, and more.**
- 2. Incomplete applications will be returned to the Applicant and will not undergo a Metrolinx LRT Technical Review process.**
- 3. When submitting the zipped file, organize the documents based on the pre-fix noted below (e.g. B.1, B.2, etc.).**
 - B.1 Applicable law and standards compliance review
 - B.2 Site servicing plans which show the utility installations proposed through or adjacent to Metrolinx property.
 - B.3 If applicable, drawings showing provision for make-up air to the station if existing LRT entrances are removed or modified by the third-party project.
 - B.4 Pre-construction condition survey of Metrolinx LRT infrastructure (Refer to Appendix 4 of the guidelines for more details on the requirements).
 - B.5 Drawings/documentation of construction method, hoarding, construction access, and haul routes.
 - B.6 Electrolysis and Stray Current Study, completed by a Professional Engineer.
 - B.7 Architectural and urban realm/landscape plans, 3D Building Mass Renderings, site circulation diagrams, photographs, reports and such other information as necessary to support Metrolinx Review.
 - B.8 An impact assessment sealed statement from the structural and/or geotechnical consultant stating the effects of the third-party project on the existing or planned Metrolinx infrastructure and works. The sealed statement must confirm that the third-party project does not adversely affect the integrity of Metrolinx LRT infrastructure and operation activities.
 - B.9 Monitoring Plan for movement of the shoring and Metrolinx LRT Infrastructure prior to and during construction of the third-party project, including Action Protocol (Refer to Appendix 3 of the guidelines for more details on the requirements).
 - B.10 Documentation showing that the excavation support system and permanent structure adjacent to the Metrolinx property are designed for "at-rest" earth pressures.

- B.11 Confirmation that pressuremeter testing, or other suitable in-situ testing, are carried out and provide the Elastic modulus of the soil (E and Er) and variation with depth for use in modelling to confirm that there are no impacts to the Metrolinx LRT Infrastructure.
- B.12 Shoring design criteria and description of excavation and shoring methods.
- B.13 If applicable, details regarding the replacement/repair of the waterproofing system of the affected Metrolinx LRT Infrastructure, including Metrolinx expansion joints, using products equal or compatible with the existing waterproofing system.
- B.14 Ground water control plan
- B.15 A structural analysis or calculations by the Applicant of the effects of all applicable loadings, including construction loading, on the Metrolinx LRT Infrastructure.
- B.16 Structural drawings including caisson/foundation plans, sections and details, floor plans, column and wall schedules and loads on foundation for the development. Show the relationship of the development to Metrolinx's infrastructure in both plan and section.
- B.17 If applicable, details of remedial work to Metrolinx LRT Infrastructure in order to support roof at wall openings, including structural calculations, drawings and construction sequencing.
- B.18 Crane locations, loading with other pertinent details, such as, axle loads and configuration, outrigger loads and configuration, size of the spread of each outrigger, lifting area diagram, maximum/minimum loads on each leg/outrigger.
- C.1 Construction schedule noting the shoring activity and traffic staging plans.
- C.2 Detailed shoring plans, elevations, and sections.
- C.3 Drawings/documentation of construction method. Including but not limited to construction hauling routes, traffic staging plans, site logistics plans, hoarding, and construction access.
- C.4 General Safety Management Plan
- C.5 Demolition Permit Package and Earth works including Demolishing construction methodology and analysis report and Vibration Risk Assessment Reports.
- C.6 Laydown Area Site Plan considering the property's boundaries
- C.7 Pilling locations and excavation phasing drawings.
- C.8 Monitoring: Applicant to supply and install monitoring equipment and plan to ensure that construction is being done with no conflict with Metrolinx LRT infrastructure and establish a shared monitoring data system: Alerts to be setup and emergency response personnel to be provided by the Applicant in case of emergencies (refer to Appendix 3 of the guidelines for details).
- C.9 Pre-Construction: Two (2) Pre-Construction surveys required at the Applicant's costs: one for the Applicant, and another for Metrolinx.
- C.10 Additional liability insurance of \$10,000,000.00 (ten million dollars) required to cover Metrolinx and agents of Metrolinx. List of certificate holders, coverage type(s), and coverage period will be provided.
- C.11 Other documents/reports-where applicable and as requested by Metrolinx.

3. Owner's Authorization

I, _____ solemnly declare that I am (choose one of the following):

- Owner
- An Agent of the Owner

and that all statements contained within this application are true and accurate and subject to FOI (Freedom of Information) - Public Document.

Applicant Signature

Date