

## Development Engineering

Information within this pamphlet contains frequently asked questions regarding Development Engineering, such as:

- Entrance/Excavation Permits
- Grading
- Locates
- Applicable Fees

### **Has the subdivision been assumed?**

Assumption by the municipality occurs when the developer has met all requirements for final acceptance. Three milestones in the acceptance process are:

- Underground Completion, where public services up to base asphalt are complete.
- Maintenance Period, after home construction and public services are completed, then the 24-month maintenance period commences.
- Assumption, when the 24-month maintenance period has expired and all deficiencies have been corrected by the developer. Then, staff recommends to Council to pass a by-law to assume the subdivision.

### **Will properties have a fire hydrant or hydro transformer on it?**

To view the design drawings, contact Development Engineering:  
905-873-2601 ext. 2200

### **When will the grading deposit be received?**

Review the Purchase Agreement or contact the builder. The grading deposit is part of the Purchase Agreement with the Builder and is not held by the Town.

### **Assumed Subdivision:**

An assumed subdivision is when the municipality assumes responsibility for the

maintenance of all municipal services regarding roads, sidewalks, grading, water and sewer services.

### **Unassumed Subdivision:**

An unassumed subdivision is when the Developer is responsible for all municipal services and the upkeep of the street.

### **The tree in the boulevard needs to be replaced?**

- Prior to assumption, contact Development Engineering 905-873-2601 ext. 2200.
- If the subdivision is assumed, contact Public Works 905-873-2601 ext. 2603.

### **Widening of driveway?**

A permit is required to widen your driveway, please see Entrance Permit (page 4). Contact Development Engineering 905-873-2601 ext. 2200.

### **Storm water management concerns?**

Storm water management is the mechanism for controlling storm water runoff for the purposes of reducing downstream erosion, water quality improvement, flooding and mitigating the adverse effects of changes in land use on the aquatic environment. Contact Development Engineering 905-873-2601 ext. 2200

**Contact Access Halton regarding sanitary sewers and watermains at 311 or visit [www.halton.ca](http://www.halton.ca).**

### **Vehicle damage due to a pothole or road construction?**

- Assumed subdivisions: Contact Public Works 905-873-2601 ext. 2603
- Unassumed subdivision roads: Contact Development Engineering 905-873-2601 ext. 2200
- Damage due to a road reconstruction project: Contact Design and Construction 905-873-2601 ext. 2300

### **When can a fence be put up in new subdivisions?**

It is recommended that a fence be put up only after the Town has received Grading Certification from the developer, which generally occurs six (6) weeks after sod has been placed.

### **When to apply for a Building Permit in a new subdivision?**

Apply for a Building Permit only after the Town has received Grading Certification from the developer.

### **Site Alteration**

Site Alteration protects the Town's roads, ditches, culverts, boulevards and storm water drainage patterns from damages caused by fill that is hauled into and within the Town of Halton Hills boundaries. The Town endeavours to minimize the negative impact that can occur due to the hours of operation and the volume of materials that is transported into an area. Owners are recommended to seek the Town of Halton Hills assistance and expertise before beginning a site alteration to fully understand the scope of work to their properties. Contact Development Engineering 905-873-2601 ext. 2200

### **Permit Application for Construction/Excavation on Public Highways**

Permit Application for Construction/Excavation or Entrance on Public Highways apply to sites that require access or site works in the Town of Halton Hills road allowance. There is a cost for these permits and refundable deposits are sometimes required, depending on the type of work involved and possible damages to Town roads.

Contact Development Engineering 905-873-2601 ext. 2200

### **Construction/Excavation Permit**

An Excavation Permit is required for underground construction or any works within the Town of Halton Hills road allowance that could disturb the road surface, sidewalk or boulevard. There is a cost for the permit and a

refundable security deposit is required. All works are at the owner's expense. Contact Development Engineering 905-873-2601 ext. 2200

### **Entrance Permit**

An Entrance Permit is required for new entrances or changes to existing entrances, i.e. expanding the widths or curb cuts. Entrance locations are restricted in some cases by stopping-sight distances and adjacent entrances. There is a cost for the permit. Contact Development Engineering: 905-873-2601 ext. 2200

### **How to obtain a locate?**

Contact Ontario One Call 1-800-400-2255 <http://on1call.com>

### **Utility Locates:**

To request a utility locate, contact the following:

- Ontario One Call 1-800-400-2255
  - Telephone
  - Gas
  - Cable
  - Storm Sewer
  - Streetlights
  - Traffic Signals
- Halton Hills Hydro 519-853-3700 ext. 253
  - Hydro Lines
- Halton Region 1-866-442-5866 ext. 7705
  - Sanitary Sewers
  - Watermains

### **Engineering Charges and Fees visit:**

[www.haltonhills.ca/userfees](http://www.haltonhills.ca/userfees)

### **Town of Halton Hills Transportation & Public Works**

1 Halton Hills Drive, Halton Hills ON L7G 5G2  
General Inquiry: 905-873-2601 ext. 2300  
Fax: 905-873-3036  
Website: [www.haltonhills.ca](http://www.haltonhills.ca)  
Email: [inf@haltonhills.ca](mailto:inf@haltonhills.ca)

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