

Municipal Consent Application Form

Municipal Consent (MC) is required to place new infrastructure and/or upgrade any existing infrastructure in the Town's Right-of-Way. A Municipal Consent application can take 2 weeks to process.

It is recommended to provide all the required information to avoid delays in processing. Municipal Consents are valid for twelve (12) months from the date of acceptance. If there is a moratorium on the road, then the Municipal Consent may not be approved. However, depending on the scope it may be approved with specific conditions.

Applications must be made by the infrastructure owner.

The following is required for a complete MC application:

1. Completed fields in application below.
2. Engineered drawing(s) showing design in accordance with proper engineering design standards and Ontario Provincial Specifications.
3. Where there are cited encroachments on third party infrastructure relative to design standards, a letter from the third-party granting approval for requested encroachment on required clearances may be required.
4. Document from each telecom, gas, and hydro utility indicating if the proposed work conflicts with existing infrastructure in the proposed work location may be requested.
5. Details on the drawings will be as follows:
 - the name of the project,
 - project number,
 - contact name and
 - contact information for project manager.

Road Occupancy Permit will be required prior to any works as directed by the Public Works Manager for the Town of Hanover.

Please email all completed applications and accompanying documents to civic@hanover.ca.

Municipal Consent

Town of Hanover Public Works Department
 Revision Date: February 28, 2026

Internal Use Only:

MC No.: _____

Form can be submitted to civic@hanover.ca

APPLICANT INFORMATION (PROPERTY OWNER/UTILITY COMPANY)	
Name/Contact:	Phone No.:
Mailing Address:	
City/Town:	Postal Code:
Email:	
CONTRACTOR INFORMATION	
Company Name:	Office No.:
Contact Person:	Mobile No.:
Mailing Address:	
City/Town:	Postal Code:
Email:	
DRAWING OF NEW/UPGRADE OF UTILITY:	
PROPOSED WORKS	
Address/location of Proposed Works:	
Certificate of Insurance Provided in Accordance with the Road Occupation Policy	
ACKNOWLEDGEMENT: (To Be Completed by the Applicant and Contractor/Consultant)	
I have read the Agreement on Page 2 and agree to ensure all works are constructed in accordance	
Applicant:	Date:
Contractor:	Date: