



Region of Waterloo



Road Permit Application

PUBLIC USER MANUAL

October 27, 2020

Version: v2.0

Region of Waterloo

150 Frederick St., Kitchener, ON, N2G 4J3

Document contains commercially confidential and proprietary information.



Table of Contents

- 1 Introduction 4
 - 1.1 Home Page..... 4
 - 1.2 User Log in/Log off..... 6
 - 1.3 Forgotten Password 7
 - 1.4 User Registration 8
- 2 Secondary Home Page 11
 - 2.1 My Applications 11
 - 2.2 User Information..... 14
 - 2.2.1 Account Details 14
 - 2.2.2 My Payments 17
 - 2.3 Search My Applications 21
- 3 Permits 22
 - 3.1 Applying for a Permit 22
 - 3.1.1 Filming Event 23
 - 3.1.2 Municipal Consent..... 38
 - 3.1.3 Work Permit..... 42
 - 3.1.4 Keolis Permit..... 48
 - 3.1.5 Oversize Load..... 57
 - 3.1.6 Special Event..... 69
 - 3.2 Application Pending 74
 - 3.2.1 View and Download Files 74
 - 3.2.2 Edit Application..... 75
 - 3.2.3 Create Recurring Permit 76
 - 3.3 Application Pending Payment 77
 - 3.4 Application Awaiting Applicant Revision 80
 - 3.4.1 Files (Municipal Consent Only) 80
 - 3.5 Application Approved..... 81
 - 3.5.1 Permit Certificate..... 81



3.5.2	View Receipt	82
3.5.3	Request/Assessment Files	82
3.6	Application Rejected	83
4	Signal Requests	84
4.1	Current Signal Timing Request.....	84
4.2	Historical Signal Timing (Legal Requests)	88
4.3	Synchro Network Requests	92
5	Data Requests	95
5.1	Noise Assessment Requests.....	95



1 Introduction

The Region of Waterloo procured a Road Construction and Incident Management System in 2017. The system consists of two parts:

- + Road Permit Application
- + Road Incident Management System

The Road Permit Application allows the public to apply for road-related permits and municipal consent. The following permits are available:

- + Filming Event
- + Municipal Consent
- + Oversize Load
- + Special Event
- + Work Permit
- + Keolis Permit

The application also allows the public to apply for various informational requests that may be used in their projects. These include:

- + Current Signal Timing Requests
- + Historical Signal Timing (Legal Requests)
- + Synchro Network Requests
- + Noise Assessment Requests

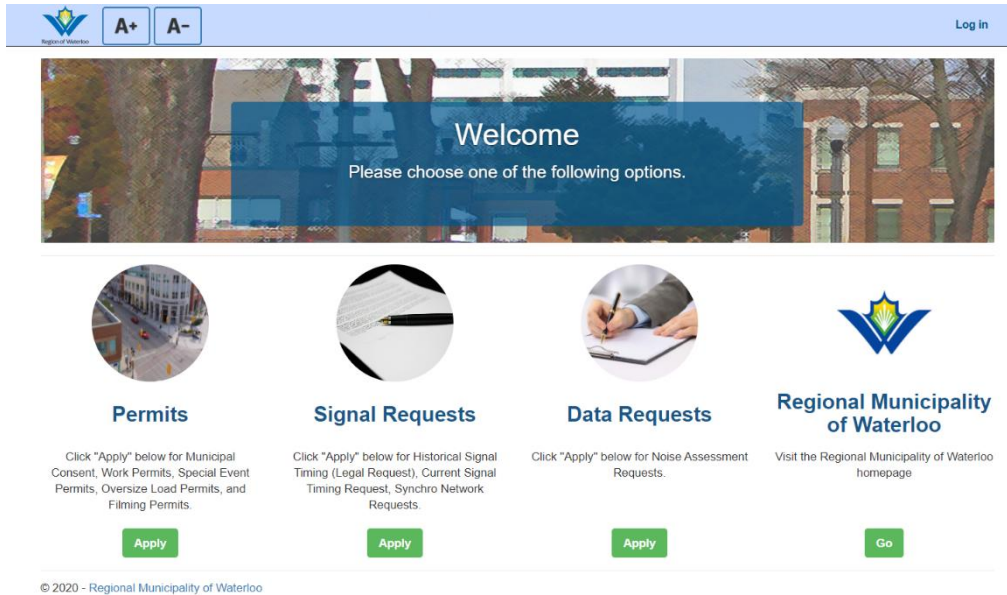
The permit application is expected to improve customer service and efficiency of the permitting process. It also helps save time and paper by adopting an online and paperless procedure.

The following user manual is intended for the Public User. Staff and Administrators are to refer to their respective user manuals for the most comprehensive information.

1.1 Home Page

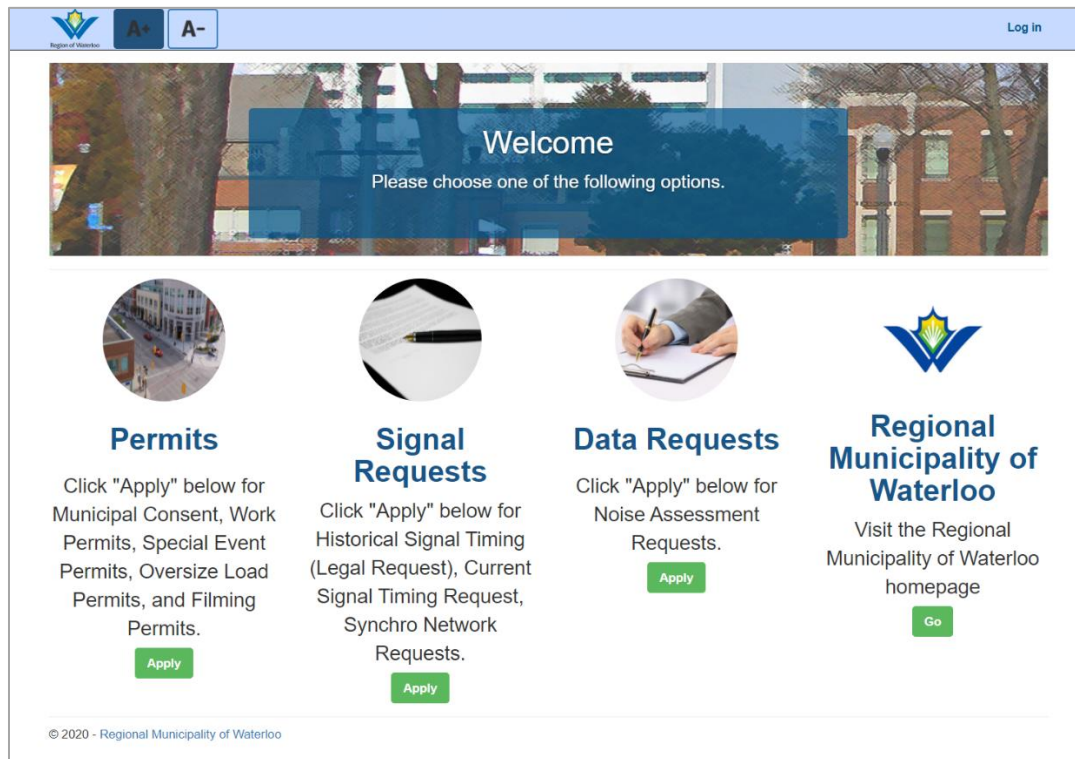
Applicants will start at the home screen where they are presented four main options:

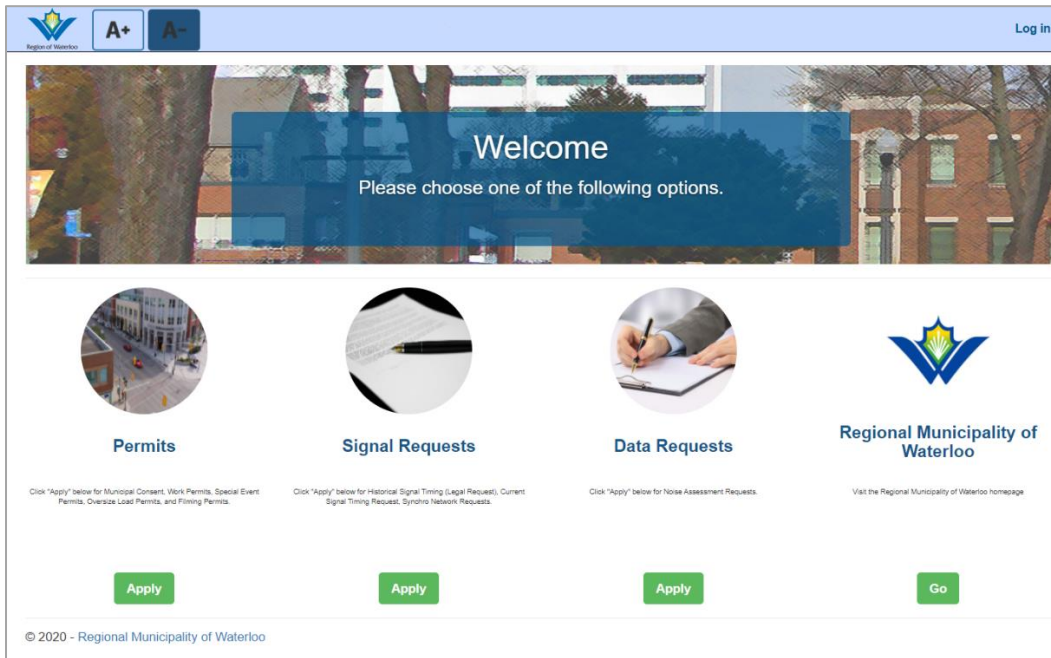
- + **Permits**: Users may click on **Apply** for Permits and Municipal Consent applications.
- + **Signal Requests**: Users may click **Apply** for Current Signal Timing, Historical Signal Timing (Legal), and Synchro Network Requests.
- + **Data Requests**: Users may click **Apply** for Noise Assessment Requests.
- + **Regional Municipality of Waterloo**: Applicants/visitors may visit the Waterloo website homepage for more information on the municipality



To adjust the size of the text on the page, users may go to the top left of their window.

Continuously click **A+** to increase to the desired size of text or continuously click **A-** to decrease the size. See below for the maximum and minimum size of text.

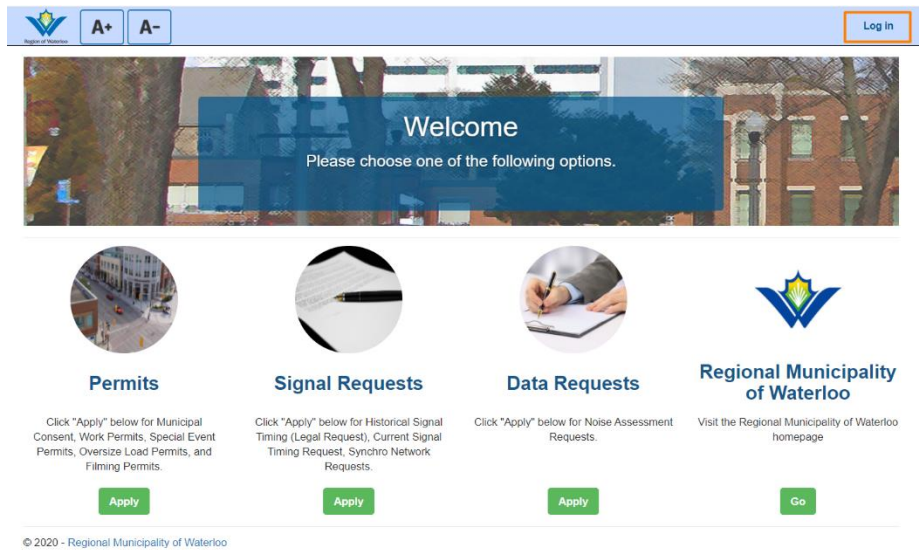




To return to this home page at any point, click  at the top left of the application.

1.2 User Log in/Log off

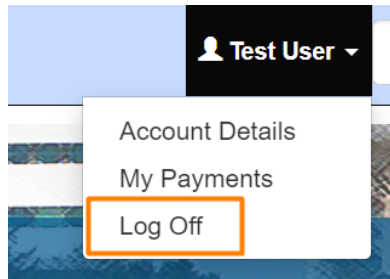
To log into the system, click “Log In” at the top right corner of the home page.





Enter your registered email and password. If you want your computer to remember your email and password for future visits, click the “Remember me?” checkbox. Tick off “I’m not a robot” in the reCAPTCHA box and click **Log in**.

To log off, click on your name at the top right corner of the page to open up a dropdown. Click **Log Off**. You will be redirected to the permit application homepage.



1.3 Forgotten Password

If you have forgotten your password to your account, click **Forgot your password?** in the Log In page.

Log in

If you are already registered, please login.

Email

Enter your email

Password

Enter your password

Remember me?

I'm not a robot



Log in

[Forgot your password?](#)

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You will be directed to the [Forgot your password?](#) page where you may enter your email. Click **Email Link**. A confirmation will appear asking you to check your email.



The screenshot shows a web form titled "Forgot your password?". It features a text input field labeled "Enter your email" containing the text "syed@transnomis.com". Below the input field is a green button labeled "Email Link". At the bottom of the form, there is a copyright notice: "© 2020 - Regional Municipality of Waterloo".

The screenshot shows a confirmation message titled "Forgot Password Confirmation.". Below the title, it says "Please check your email to reset your password." At the bottom, there is a copyright notice: "© 2020 - Regional Municipality of Waterloo".

The system will send you an email to your registered email address. Click or copy and paste the link into your browser to reset your password. You will be redirected to the Reset Password page.

The screenshot shows a form titled "Reset password." with the subtext "Reset your password.". It contains three input fields: "Email", "Password", and "Confirm password". Below these fields is a blue button labeled "Reset". At the bottom, there is a copyright notice: "© 2020 - Regional Municipality of Waterloo".

Fill out the necessary information and click **Reset**. A confirmation screen will be given. You may now log in with your email and your new password.

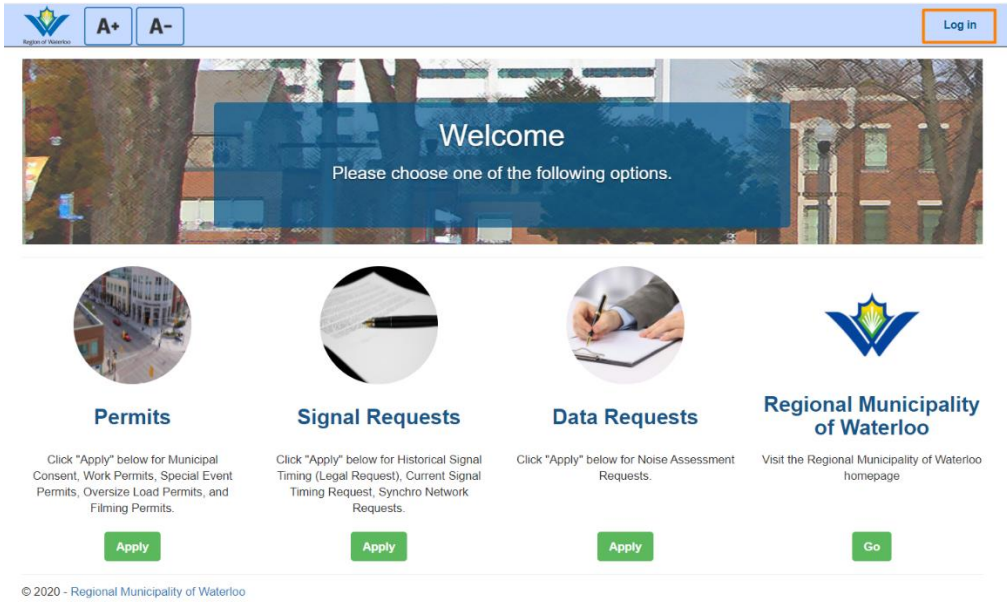
Reset password confirmation.

Your password has been reset. Please click here to log in

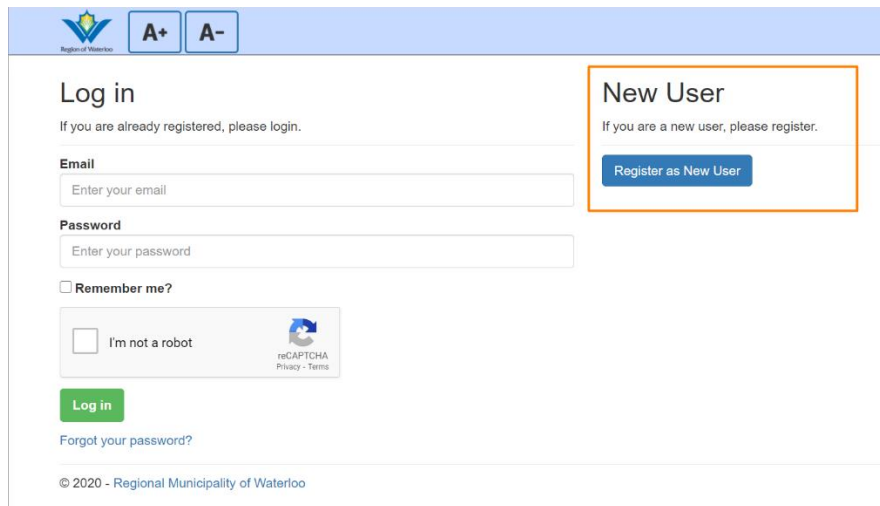
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1.4 User Registration

Permit and Request applications can be submitted by registering and creating an account on the website. Maintaining an account makes it easier to fill out new applications and view applications that have already been submitted. To register for an account, click **Log in** at the top right corner of the page as shown below.



The user will be redirected to the Log in page where they may choose the “Register as New User” option.



After clicking **Register as New User**, the user will be directed to an online form where the user may fill out their Account Details and Contact Details. All mandatory fields are marked by a red asterisk (*). Click the green **Register** at the bottom of the page when all the mandatory fields are completed.



Register

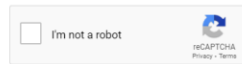
* Please note that these are required fields.
Password must have at least 1 uppercase, 1 lowercase and 8 characters long.

Account Details

Email* <input type="text" value="Enter email"/>	Confirm Email* <input type="text" value="Enter email"/>
Password* <input type="text" value="Enter a password"/>	Confirm Password* <input type="text" value="Confirm password"/>

Contact Details

Organization Name* <input type="text" value="Enter organization's name"/>	Organization Position/Title <input type="text" value="Enter position or title within organization"/>
First and Last Name* <input type="text" value="Enter name"/>	Address* <input type="text" value="Enter address"/>
City/Town* <input type="text" value="City/Town"/>	Province/State* <input type="text" value="Select a Province/State"/>
Postal/Zip Code* <input type="text" value="Enter postal/zip code"/>	Fax <input type="text" value="Enter fax number"/>
Primary Phone Number* <input type="text" value="Enter primary phone number"/>	Secondary Phone Number <input type="text" value="Enter secondary phone number"/>
Extension <input type="text"/>	Extension <input type="text"/>



The following message will appear, asking the user to confirm their email address:

Thank You For Registering

An email has been sent to the email address provided.

Please click on the link in that email to confirm your email address.

Please check your spam or junk email folder if you do not receive email within 5 minutes.

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The user must then go to their emails where they are provided with a link to confirm registration. The confirmation email may be placed in the Spam/Junk folder, so please check accordingly.

If a confirmation email is not received within 10 minutes, the user may log in with their registered email address and password from the Log In page. The following message will appear for the user to resend the confirmation email.

You have not confirmed your email.

Resend email confirmation.

Email

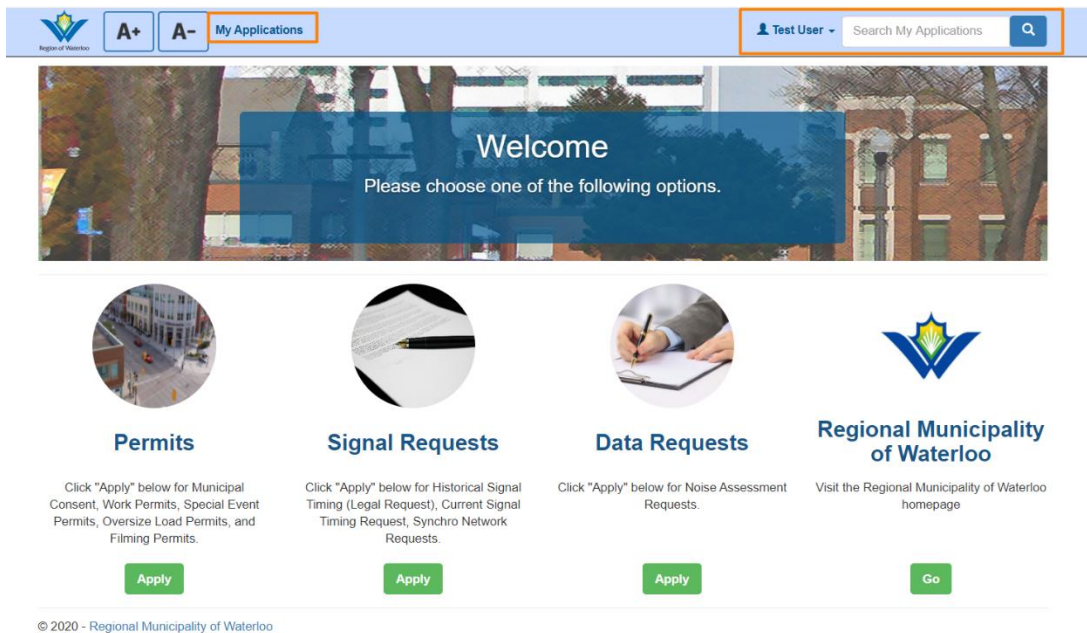
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Click **Send** to resend the confirmation email.



2 Secondary Home Page

Once logged in, the top navigation bar will be updated with additional options.



2.1 My Applications

Click on **My Applications**. This will lead to the My Applications page where the user may see all the applications they have applied to and the statuses of each application.

My Applications Table Auto Refresh: OFF

Application Type:

Time Type: Time Range:

Application ID	Created Date	Organization	Name	Location	Start Date	End Date	Assigned Staff	Status
sn201013-91qp3n	2020-10-13 12:54 PM	Transnomis Solutions	Test User	Creekview Cres 121m South of Blair Creek Dr to Sportsman Hill St 27m Northeast of Blair Creek Dr	2020-10-13 04:54 PM	2021-10-13 12:00 AM		Pending
fe201009-p5ytl	2020-10-09 03:27 PM	Transnomis Solutions	Test User	Highland Rd W(6) 42m Southeast of Lawrence Ave to Bridge St E(52) 168m Southeast of Hollinger Cres	2020-10-13 03:26 PM	2020-10-28 08:26 PM	Test Staff	Review
mc201009-myfmbx	2020-10-09 03:24 PM	Transnomis Solutions	Test User	Not specified	2020-10-09 07:24 PM	2021-10-09 12:00 AM	Test Staff	Review

Enabling **Table Auto Refresh** (at the top right of the page) will refresh the list every 10 seconds. Click the switch to turn the feature on and off.

The user may sort their Applications by the three filters provided:



- + **Application Type:** Indicates all Application Types available. If this filter is changed, only the indicated Application Type will show in the list underneath. For example, if “Municipal Consent” is selected in this filter, only Municipal Consent permits will show in the list underneath.

Application Type:

Time Type:

Application ID	Created Date
wp201015-9p20sh	2020-10-15 02:40 PM
wp201015-okjb00	2020-10-15 02:36 PM

- All
- Current Signal Timing Request
- Filming Event
- Historical Signal Timing (Legal Request)
- Municipal Consent
- Noise Assessment Requests
- Oversize Load
- Special Event
- Superload
- Synchro Network Requests
- Work Permit

- + **Time Type:** This filter goes hand in hand with the Time Range filter. If this filter is changed, the Time Range will apply to the new Time Type instead. For example, if “Creation Time Between” is selected, and the time range is 2020-08-01 12:00 AM – 2020-08-31 11:59 PM, the list underneath will only list applications that were *created* in this time range. If “Start Time Between” is selected as the Time Type instead, and the time range remains the same, the list underneath will only list applications that have an indicated start time in the time range.

Time Type:

Application ID	Created Date
----------------	--------------

- Creation Time Between
- Start Time Between
- End Time Between
- Start / End Time Overlapping

- + **Time Range:** This filter goes hand in hand with the Time Type filter. If this filter is changed, only the applications in the indicated Time Range of the selected Time Type will show in the list underneath. For example, if the time range is 2020-08-01 12:00 AM – 2020-08-31 11:59 PM, only applications in August 2020 (inclusive) will show in the list underneath.



Time Range: 2019-10-20 12:00 AM - 2020-10-20 11:59 PM

Start Date	Today	2019-10-20 12:00 AM	2020-10-20 11:59 PM																																																																																																																
2020-10-15 09:00 AM	This Week	12 : 00 AM	11 : 59 PM																																																																																																																
2020-10-15 09:00 AM	This Month	<table border="1"> <thead> <tr> <th colspan="7">Oct 2019</th> <th colspan="7">Nov 2019</th> </tr> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> </tr> <tr> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> </tbody> </table>		Oct 2019							Nov 2019							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	29	30	1	2	3	4	5	27	28	29	30	31	1	2	6	7	8	9	10	11	12	3	4	5	6	7	8	9	13	14	15	16	17	18	19	10	11	12	13	14	15	16	20	21	22	23	24	25	26	17	18	19	20	21	22	23	27	28	29	30	31	1	2	24	25	26	27	28	29	30	3	4	5	6	7	8	9	1	2	3	4	5	6	7
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2020-10-04 12:14 PM	Last Week																																																																																																																		
2020-10-13 04:54 PM	Last Month																																																																																																																		
2020-10-29 03:26 PM	Last Quarter																																																																																																																		
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	Custom Range																																																																																																																		
	Apply	Cancel																																																																																																																	

- To set the dates/times, the user may click on the pre-made shortcuts on the left sidebar; they may click on the calendar dates to mark the start and end dates, and then indicate the times in the dropdowns above; or they may manually type in the dates and times in the text boxes above the time dropdowns. Any use of the calendar, the time dropdowns, or manually typing in dates and times, will automatically switch the shortcut to "Custom Range".

The applications in the list are separated by the following headers. Note that the headers may change depending on the filtered Application Type:

- + **Application ID:** Every application has an Application ID. This ID can be used to identify/search for your specific application throughout the system.
- + **Created Date:** The date the application was created.
- + **Organization:** The organization of the applicant.
- + **Name:** The name of the applicant.
- + **Location:** The location details of the application.
- + **Start Date:** The indicated start time of the application event.
- + **End Date:** The indicated end time of the application event.
- + **Assigned Staff:** The name of the staff handling the application.
- + **Status:** The status of the application.
- + **Approval Date:** For Noise Assessment Requests, Current Signal Timing Requests, and Synchro Network Requests. The date the application was approved.
- + **MCNumber:** For Municipal Consent only. This is the Applicant Municipal Consent Reference Number that can be used to find the specific application.
- + **Stakeholder:** For Municipal Consent only. The stakeholder company name.
- + **RRNumber:** For Work Permit only. The Regional Road (RR) number. This value is for Office Use Only.



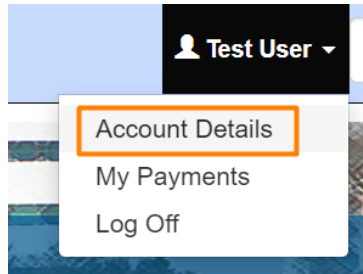
Clicking on the individual headers (except MCNumber, Stakeholder, and RRNumber) will sort the list of entries in that particular column in ascending order. Clicking on the specific header again will sort the list of entries in descending order.

2.2 User Information

Click on your name at the top right of the page to open up a dropdown with further options.

2.2.1 Account Details

To view Account Details, click on your name at the top right of the page to open up a dropdown. Click **Account Details**.



You will be redirected to the information you inserted when you first registered.

Account Details

Organization Name:	Transnomis
Organization Position/Title:	Transnomis
Name:	Test User
Email:	testuser.transnomis@gmail.com
Address:	220 Duncan Mill Rd
City/Town:	North York
Province/State:	Ontario
Postal/Zip Code	M3B 3J5
Primary Phone Number	
Secondary Phone Number	Not given
Fax	Not given
Insurance Files	

[Edit your information](#) [Change Password](#) [Change Email](#)

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2.2.1.1 Edit Your Information

Click **Edit your information** if any changes need to be made to your account.



Account Details

Organization Name:	Transnomis
Organization Position/Title:	Transnomis
Name:	Test User
Email:	testuser.transnomis@gmail.com
Address:	220 Duncan Mill Rd
City/Town:	North York
Province/State:	Ontario
Postal/Zip Code	M3B 3J5
Primary Phone Number	
Secondary Phone Number	Not given
Fax	Not given
Insurance Files	

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You will be directed to the Edit Account Details page where you may update any account information. You may also upload insurance files that can be applied to your applications.

Edit Account Details

Organization Name* Transnomis	Address* 220 Duncan Mill Rd
Organization Position/Title Transnomis	City / Town* North York
First and Last Name* Test User	Province/State* Ontario
Primary Phone Number* () - - -	Extension
Secondary Phone Number Enter your secondary phone number	Extension
	Postal/Zip Code* M3B 3J5
	Fax Enter your fax number

Default Insurance files

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

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When you have completed your changes, click **Save Changes**. The screen will redirect back to the Account Details page with a message indicating that the information saved successfully.

User information saved successfully.

Account Details

Organization Name:	Transnomis Solutions
Organization Position/Title:	Transnomis



2.2.1.2 Change Password

Click **Change Password** to change the password to your account.

Account Details

Organization Name:	Transnomis
Organization Position/Title:	Transnomis
Name:	Test User
Email:	testuser.transnomis@gmail.com
Address:	220 Duncan Mill Rd
City/Town:	North York
Province/State:	Ontario
Postal/Zip Code	M3B 3J5
Primary Phone Number	
Secondary Phone Number	Not given
Fax	Not given
Insurance Files	

[Edit your information](#)
[Change Password](#)
[Change Email](#)

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You will be directed to the Change Password page where you will be asked to insert your current password and to confirm your new password.

Change Password

Current password

New password

Confirm new password

[Change Password](#)

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When you have completed your changes, click **Change Password**. You will be redirected back to your Account Details page with a message indicating that your password has been changed.

Your password has been changed.

Account Details

Organization Name:	Transnomis
Organization Position/Title:	Transnomis



2.2.1.3 Change Email

Click **Change Email** to change the associated email of your account.

Account Details

Organization Name:	Transnomis
Organization Position/Title:	Transnomis
Name:	Test User
Email:	testuser.transnomis@gmail.com
Address:	220 Duncan Mill Rd
City/Town:	North York
Province/State:	Ontario
Postal/Zip Code	M3B 3J5
Primary Phone Number	
Secondary Phone Number	Not given
Fax	Not given
Insurance Files	

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You will be directed to the Change User Email page where you will be asked to insert your current password and your new email. Please note that after submission, you will not be able to log in again until you confirm your account with your new email (similar to when you first registered).

Change User Email

After you submit this form, you will be logged out. You will not be able to log in again until you have confirmed the new email address which a confirmation email will be sent too. This email will also become your new username that you use to sign in with.

Password

Email

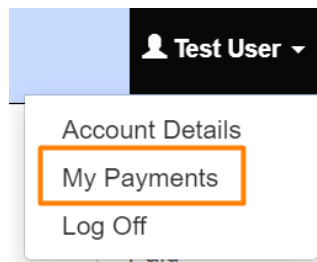
Confirm Email

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Click **Submit** when you have completed the form.

2.2.2 My Payments

To view payment history, the user may click on their name on the top right of the page where a dropdown will appear. They may then click **My Payments**.





The user will then be brought to the following screen where they may see current pending and previous payments.

Payment History

Application Type: Payment Status:

Time Range:

Application Id	Quantity	Fee (CAD)	Sales Tax	Amount	Created Time	Status
Total	-	\$809.00	\$77.72	\$886.72	-	-
lr201007-pj1o21	1	\$444.00	\$57.72	\$501.72	2020-10-07 12:58 PM	Paid
os201006-z9rztg	1	\$55.00	\$0.00	\$55.00	2020-10-06 05:51 PM	Paid
wp201005-44ldvr	1	\$220.00	\$0.00	\$220.00	2020-10-06 03:43 PM	Paid
fe201001-os5ig9	1	\$45.00	\$10.00	\$55.00	2020-10-02 02:19 PM	Paid
fe200929-y12sfx	1	\$45.00	\$10.00	\$55.00	2020-09-29 02:05 PM	Paid

If the user makes any payments for their applications, their application will appear in the list.

- + **Application ID:** Every application has an Application ID. This ID can be used to identify/search for your specific application throughout the system.
- + **Quantity:** The quantity you applied for in this one application.
- + **Fee (CAD):** The fee of one application of that type (without tax). For example, if one individual Filming Event permit costs CAD \$45, Fee (CAD) in this list would list \$45.00 no matter the indicated quantity.
- + **Sales Tax:** The amount of tax for the one application of that type.
- + **Amount:** The total amount with Quantity, Fee (CAD) and Sales Tax taken into account.
- + **Created Time:** The date and time the application was submitted.
- + **Status:** The status of the application.

The user may sort their payment history by the three filters provided:

- + **Application Type:** Indicates all Application Types available. If this filter is changed, only the indicated Application Type will show in the list underneath. For example, if "Municipal Consent" is selected in this filter, only Municipal Consent permits will show in the list underneath.

Application Type:

Time Range:

Application Id	Quantity
Total	-
lr201007-pj1o21	1
os201006-z9rztg	1

All

All

Current Signal Timing Request

Filming Event

Historical Signal Timing (Legal Request)

Municipal Consent

Noise Assessment Requests

Oversize Load

Special Event

Superload

Synchro Network Requests

Work Permit



- + **Payment Status:** Indicates Payment Status of the application. If this filter is changed, only applications with the indicated Payment Status will show in the list underneath. For example, if “Paid” is selected in the filter, only Paid applications will show in the list underneath.

Payment Status:

Paid ▼

All

Paid

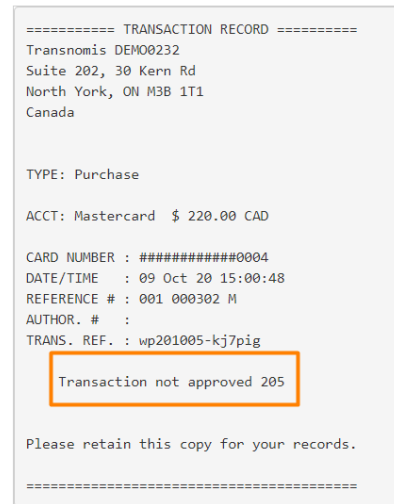
Declined

Error

- See the list below for the different type of Payment Statuses:
 - **Paid:** The transaction was successful with your credit card.
 - **Declined:** The transaction was not successful with your credit card. Please contact your bank for more information. You may see the error code on your receipt for more information.

Transaction has been declined - Transaction Normal

Here is your receipt:



- **Error:** An error occurred with the payment system. Please try again later.

- + **Time Range:** Indicates Time Range of the completed application. If this filter is changed, only the applications applied in the indicated Time Range will show in the list underneath. For example, if the time range is 2020-08-01 12:00 AM – 2020-08-31 11:59 PM, only permits that were applied in August 2020 (inclusive) will show in the list underneath.



Time Range: 2019-10-01 00:00 - 2020-10-01 23:59

Application Id Quantity

Total	-
fe200929-y12sfx	1

Today: 2019-10-01 00:00 2020-10-01 23:59

This Week: 12:00 AM - 11:59 PM

This Month: Oct 2019 Nov 2019

This Quarter: Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

This Year: 29 30 1 2 3 4 5 27 28 29 30 31 1 2

Yesterday: 6 7 8 9 10 11 12 3 4 5 6 7 8 9

Last Week: 13 14 15 16 17 18 19 10 11 12 13 14 15 16

Last Month: 20 21 22 23 24 25 26 17 18 19 20 21 22 23

Last Quarter: 27 28 29 30 31 1 2 24 25 26 27 28 29 30

Last Year: 3 4 5 6 7 8 9 1 2 3 4 5 6 7

Custom Range

Apply Cancel

- To set the dates/times, the user may click on the pre-made shortcuts on the left sidebar; they may click on the calendar dates to mark the start and end dates, and then indicate the times in the dropdowns above; or they may manually type in the dates and times in the text boxes above the time dropdowns. Any use of the calendar, the time dropdowns, or manually typing in dates and times, will automatically switch the shortcut to “Custom Range”.

2.2.2.1 Download As CSV

On the top right of the Payment History page, is the “Download As CSV” button. Clicking this will export all entries in CSV format, which can then be opened and manipulated in Microsoft Excel. For example, if there are 100 entries in the list, all 100 entries will export all 100 entries into the downloaded CSV file.

Payment History

Application Type: All Payment Status: Paid

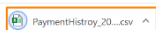
Time Range: 2019-10-01 00:00 - 2020-10-01 23:59

[Download As CSV](#)

Application Id	Quantity	Fee (CAD)	Sales Tax	Amount	Created Time	Status
Total	-	\$45.00	\$10.00	\$55.00	-	-
fe200929-y12sfx	1	\$45.00	\$10.00	\$55.00	2020-09-29 14:05	Paid

Showing 1 to 2 of 2 rows

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2.3 Search My Applications

Search My Applications is located on the top right corner of the page. The user can type in any part of their application (all details in any of the search columns), and press **Enter** on their keyboard. The Application Search Results page will appear and indicate whether there were any matches.

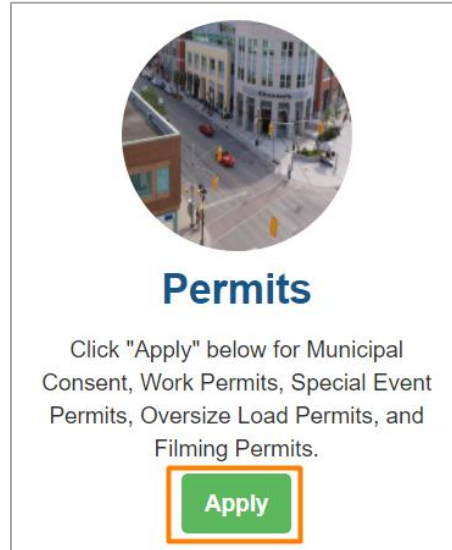
Applications Search Results Table Auto Refresh: OFF

Time Type: Time Range:

Application ID	Created Date	Organization	Name	Location	Start Date	End Date	Assigned Staff	Status
fe201009-p5ylbl	2020-10-09 03:27 PM	Transnomis Solutions	Test User	Highland Rd W(6) 42m Southeast of Lawrence Ave to Bridge St E(52) 168m Southeast of Hollinger Cres;Victoria St N(55) 27m Southwest of Bruce St to Victoria St N(55) 42m Southwest of Lackner Blvd(54)	2020-10-29 03:26 PM	2021-01-21 08:26 PM	Test Staff	Review
wp201005-kj7pig	2020-10-05 10:47 AM	Transnomis Solutions	Test User	Highland Rd W(6) 122m Northeast of Fischer-Hallman Rd(58);Highland Cres 251m Southwest of Wycliffe Pl;Highland Rd W(6) 141m Northeast of Fischer-Hallman Rd(58)	2020-10-05 09:00 AM	2020-10-05 03:00 PM	Test Staff	Pending Payment
wp201005-62395w	2020-10-05 10:44 AM	Transnomis Solutions	Test User	Highland Rd W(6) 122m Northeast of Fischer-Hallman Rd(58);Highland Cres 251m Southwest of Wycliffe Pl;Highland Rd W(6) 141m Northeast of Fischer-Hallman Rd(58)	2020-10-05 09:00 AM	2020-10-05 03:00 PM	Test Staff	Work Paused
mc201002-j3gqkz	2020-10-02 03:14 PM	Transnomis Solutions	Test User	Highland Rd W(6) 122m Northeast of Fischer-Hallman Rd(58);Highland Cres 251m Southwest of Wycliffe Pl;Highland Rd W(6) 141m Northeast of Fischer-Hallman Rd(58)	2020-10-05 01:43 PM	2021-10-05 12:00 AM	Test Staff	Approved
fe201001-5lm1po	2020-10-01 04:55 PM	Transnomis Solutions	Test User	Not specified	2020-10-24 04:55 PM	2020-10-30 05:05 PM	Test Staff	Rejected
fe201001-os5ig9	2020-10-01 04:18 PM	Transnomis Solutions	Test User	Cedar Grove Rd(1) 74m Southwest of Kressler Rd(16)	2020-10-01 04:17 PM	2020-10-02 04:27 PM	Test Staff	Approved
fe200929-y12sfx	2020-09-29 01:59 PM	Transnomis Solutions	Test User	Erb St W(9) 86m East of Erbsville Rd(70)	2020-09-29 01:52 PM	2020-09-30 01:52 PM	Janet	Approved

3 Permits

On the Second Home Page, click on **Apply** under the Permits category to apply for a permit.



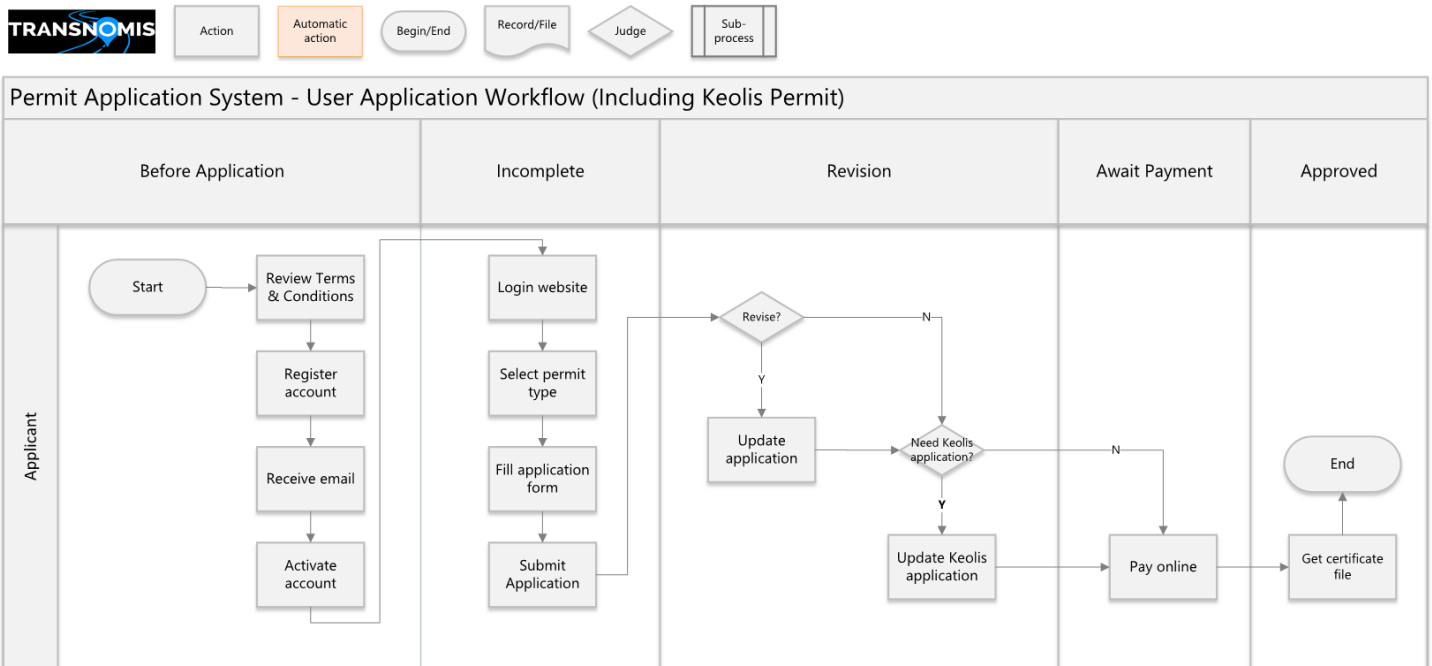
Permits

Click "Apply" below for Municipal Consent, Work Permits, Special Event Permits, Oversize Load Permits, and Filming Permits.

[Apply](#)

3.1 Applying for a Permit

See the following workflow for the full Application process. The types of Permits are listed in the subsequent sections.





3.1.1 Filming Event

Read all of the information for the Filming Event carefully.

Please choose one of the following options

Filming Event (CAD: \$45.00 + HST)
 The Region of Waterloo supports the film industry and issues film permits for approved filming projects in our community. You must apply for a permit before you can start filming on a Regional road. This allows us to protect Regional property, while ensuring the rights, safety and privacy of our citizens. Please submit the permit no later than five business days before filming. When filming on property that is not Regional property, please ensure the proper permissions are in place as well as all applicable insurances.

To obtain approval for: Townships of North Dumfries, Wilmot or Wellesley, complete application form (below) and fax to 519-575-4453 or email to transportation@regionofwaterloo.ca.

To obtain approval for:

City of Cambridge contact via Email or Phone: 519-621-0740 x4324

City of Kitchener contact via Email or Phone: 519-741-2200 x7373

City of Waterloo contact via Email or Phone: 519-886-2310 x30270

Township of Woolwich contact via Email or Phone: 519-669-6041

For more specific details governing special events refer to Filming Bylaw 05-075.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#) [Terms and Conditions](#)

Click **Terms and Conditions** to read all the terms and conditions for a Filming Event. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, click **Close** on the bottom right of the pop-up.

Terms and Conditions - Filming Event

Conditions of Approval:

- The applicant should submit a copy of this Permit to his or her Insurance Company to ensure that a proper Certificate of Insurance is produced.
- The applicant shall purchase and maintain third party liability insurance acceptable the Affected Municipalities throughout the term of this Agreement. Unless otherwise specified, the terms of the insurance shall be from the date of commencement of set-up for the Filming Event until the date of completion of all related activities on the road system. Such coverage shall protect the Affected Municipalities against all claims for all damages or injury including death to any person or persons and for damage to any property of any Affected Municipality or any other public or private property resulting from or arising out of any act or omission on the part of the applicant or any of his or her servants or agents. Coverage shall consist of a comprehensive policy of public liability and property damage insurance for the Filming Event in the amount identified on Page 2 per occurrence. Such insurance shall name the Affected Municipalities as additional insured thereunder. Such insurance shall be extended to include the following endorsements: Blanket Contractual Liability and Cross Liability with a Severability of Interests Clause. If applicable, host Liquor Liability Endorsement will be required for a Filming Event that requires a Liquor License. Such insurance shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the Affected Municipalities.
- If applicable, the applicant shall purchase and maintain automobile third party liability insurance in the amount of \$2,000,000 which is to be acceptable to the Affected Municipalities through the term of the Agreement covering all owned, leased and non-owned automobiles used in connection with the activities governed by this Permit.
- This insurance coverage shall be primary insurance to the insurance carried by the Affected Municipalities. Any insurance or self-insurance maintained by the Affected Municipalities shall be excess of this insurance and shall not contribute with it.
- The Affected Municipalities reserve the right to modify the insurance requirements as deemed suitable.
- The applicant, his or her heirs, executors, administrators and assigns will indemnify and save harmless the Affected Municipalities from any and all claims, demands, suits, actions and judgments made, brought or recovered against the Affected Municipalities and from all loss, costs, damages, charges or expenses that may be incurred, sustained or paid by the Affected Municipalities by reason of the granting of the Filming Event Permit. The indemnity provisions of this Agreement shall survive the termination of the Agreement.
- The applicant has read and understood the Region of Waterloo Filming Event Permit By-law, which is available on the Region's website at www.region.waterloo.on.ca.

COLLECTION NOTICE

Personal information requested on this form is collected under the authority of the Municipal Act and will be used to assist staff and Councillors of the Affected Municipalities in making a decision on this event. Questions regarding this collection should be forwarded to staff of the Affected Municipalities.

REVISED: May 22, 2007

[Click to Print](#) [Close](#)

When you are ready to do so, click **Apply**.



Filming Event (CAD: \$45.00 + HST)

The Region of Waterloo supports the film industry and issues film permits for approved filming projects in our community. You must apply for a permit before you can start filming on a Regional road. This allows us to protect Regional property, while ensuring the rights, safety and privacy of our citizens. Please submit the permit no later than five business days before filming. When filming on property that is not Regional property, please ensure the proper permissions are in place as well as all applicable insurances.

To obtain approval for: Townships of North Dumfries, Wilmot or Wellesley, complete application form (below) and fax to 519-575-4453 or email to transportation@regionofwaterloo.ca.

To obtain approval for:

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City of Kitchener contact via Email or Phone: 519-741-2200 x7373

City of Waterloo contact via Email or Phone: 519-886-2310 x30270

Township of Woolwich contact via Email or Phone: 519-669-6041

For more specific details governing special events refer to Filming Bylaw 05-075.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#) [Terms and Conditions](#)

You will be brought to the Filming Event Application page where you may review the terms and conditions again. Please note that the following custom fields are subject to change.

3.1.1.1 Applicant Details

Fill in the Applicant details. All mandatory fields are marked with a red asterisk (*). If you are already logged in to your account, some of the fields may be auto-filled for you. To clear out the information, click **Clear** at the top right of the section.

Applicant

These fields may be automatically populated from a logged-in user's account details

[Clear](#)

Organization's Name*

Organization Position/Title

First and Last Name*

Primary Phone Number* **Extension**

Secondary Phone Number **Extension**

Email Address*

Address*

City/Town*

Province/State*

Postal/Zip Code*

Fax



3.1.1.2 Owner/Company/Organization Details

Fill in the Owner/Company/Organization details. All mandatory fields are marked with a red asterisk (*).

Owner/Company/Organization Details

Same as above

Organization Name i

Organization Position/Title i

First and Last Name * i

Primary Phone Number * i Extension i

Secondary Phone Number i Extension i

Email Address * i

Address * i

City/Town * i

Province/State * i
Ontario

Postal/Zip Code * i

Fax i

If the information is the same as your Applicant information, you may tick off the “Same as above” checkbox. The section will collapse with this checkbox marked off.

Owner/Company/Organization Details

Same as above



3.1.1.3 Filming Event Details

Fill in the Filming Event Details. All mandatory fields are marked with a red asterisk (*).

Filming Event Details

Start Date (yyyy-MM-dd) *	End Date (yyyy-MM-dd) *
<input type="text"/>	<input type="text"/>
Start Time (12H) *	End Time (12H) *
<input type="text"/>	<input type="text"/>

Organization Type * ?

▼

Registration Number ?

Will the event include alcohol? * ?

▼

Will the event include solicitation? * ?

▼

Emergency Contact Number * ?

Primary Emergency Contact * ?

Activity Description * ?

City/Township * ?

▼

Zone Required * ?

- Boulevard
- Full Road Closure
- Intermittent Road Closure
- Intersection Impact
- Lane Use
- Multiple Lane Closure
- Sidewalk
- Single Lane Closure
- Shoulder

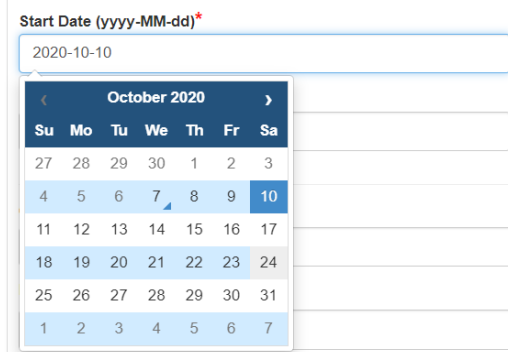
Filming Event Supervisor

Additional Comments

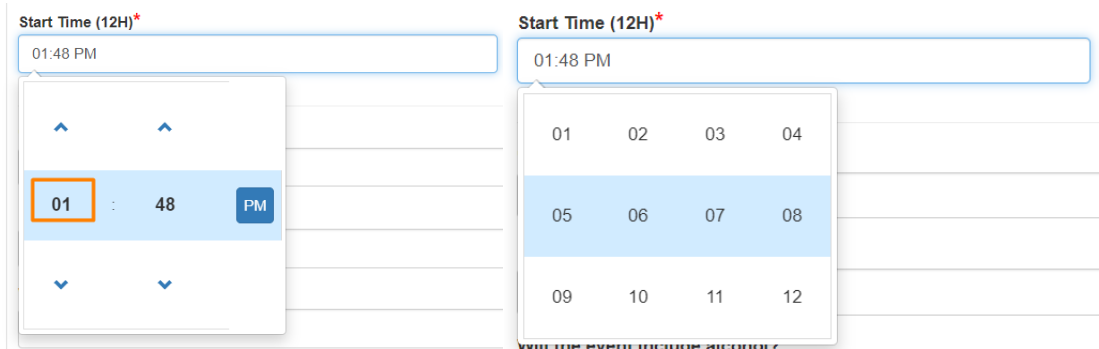
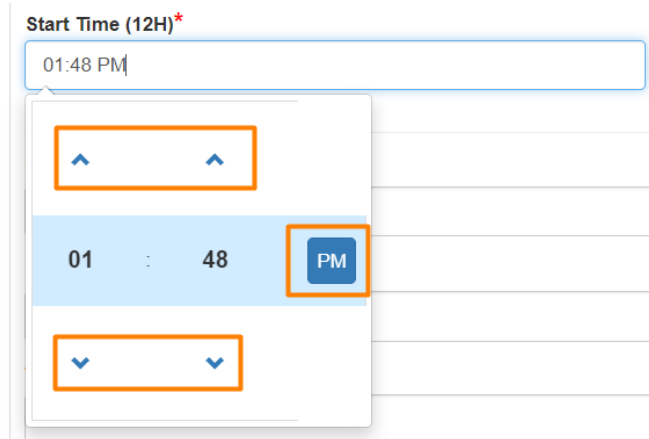


3.1.1.3.1 Start/End Dates and Start/End Times

Click on the text box under the Start/End Dates. A calendar will drop down. Select your desired dates.




Click on the text box under the Start/End Times. A time picker will drop down. Select your desired times using the arrows or by clicking the number.





Alternatively, manually type in your Start and End Dates following the format provided in the brackets (e.g. fill in “2020-01-31” if the Start Date was January 31, 2020). Complete the Start and End Times similarly.



3.1.1.3.2 Mandatory Fields

Click the  icon beside the fields for more information.

Organization Type *





Fill in the application as accurately as possible.

3.1.1.3.3 Zone Required

In selecting the zone required for your filming event, please ensure to check off ALL zones that apply. Click the checkboxes again to toggle the selection off if an option was selected by mistake.

Zone Required *



- Boulevard
- Full Road Closure
- Intermittent Road Closure
- Intersection Impact
- Lane Use
- Multiple Lane Closure
- Sidewalk
- Single Lane Closure
- Shoulder

3.1.1.4 Location

The location can be indicated either on the map or in the text area below the map.

Location

Please use either the map or the text area:

Map:

- Right click or long press on the map to add a marker
- Specific routes may be created using multiple markers
- Markers may be moved by dragging them

Text Area:

- Please note that cardinal directions (N, E, S, W) in the road names are not included in the following formats.
- Enter intersections in the format: King St. and Bridgeport Rd.
- Enter road segments in the format: King St. from Bridgeport Rd. to Erb St.



Enter Location(s)

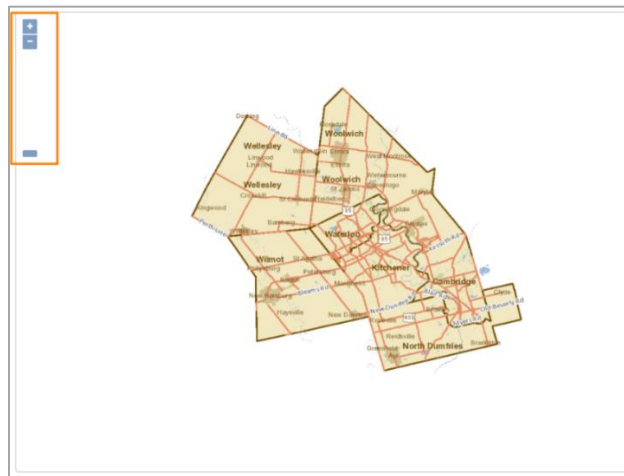


When added, individual locations are indicated by a purple circle, and road segments are indicated by a blue line.

Main Roads	From/At	To	Description	Delete
Erb St E(9)	King St N(15)	Willow St	King St N(15) at Erb St E(9) to Willow St at Erb St E(9)	🗑️
King St N(15)	Bridgeport Rd E(9)	Princess St E	King St. from Bridgeport Rd. to Princess St.	🗑️
Peppler St	Bridgeport Rd E(9)	Princess St E	Peppler St at Bridgeport Rd E(9) to Peppler St at Princess St E	🗑️
Princess St E	Regina St N		Princess St. and Regina St.	🗑️
Dupont St E	Regina St N		Dupont St. and Regina St.	🗑️

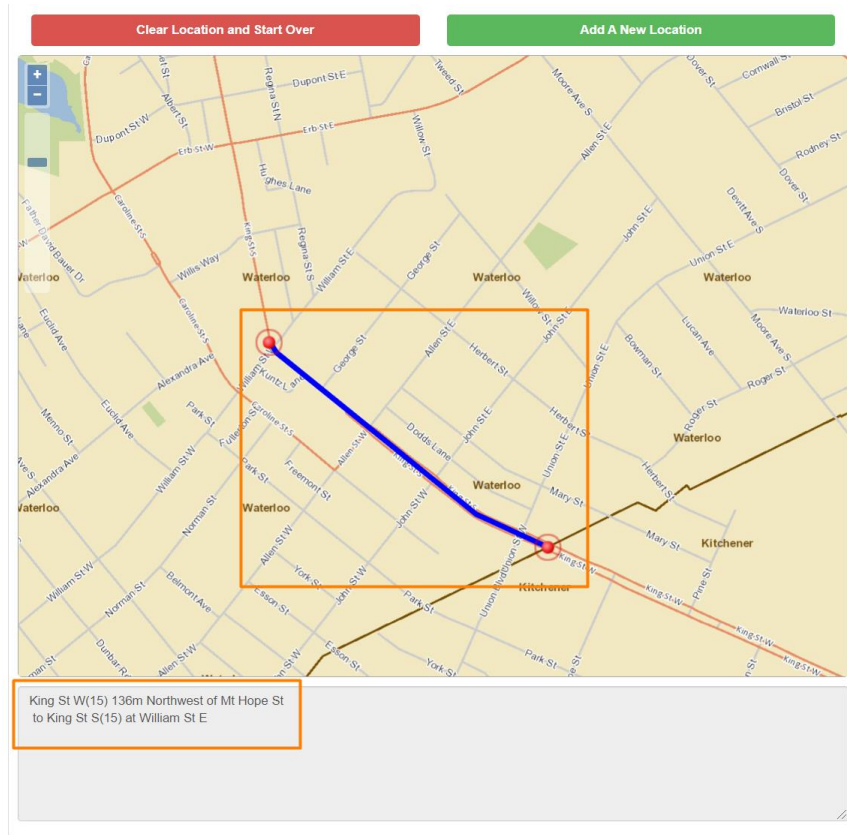
3.1.1.4.1 Adding Location from the Map

To drag the map around, hold a left-click on the map and move your mouse. To zoom in to an area of the map, press **+** at the top left of the map. You may also double left-click on the map to zoom in. To zoom out of an area on the map, press **-**. Alternatively, you may click and drag the slider up to zoom in and the slider down to zoom out.





When you have zoomed in and found your location, either right-click or hold a left-click on the map to add a marker. A small red circle with a purple border will load onto the map. You may make multiple markers to make a specific route. When you make a second marker, the map will automatically connect the two markers to make a route. Note that the text area will also autofill to the locations of your markers.



If you would like to move one of the markers, left-click the marker and drag it to the correct location. The route will automatically adjust.

If you would like to completely start over, click **Clear Location and Start Over**.

Once you have completed indicating your location, click **Add A New Location**. The markers will disappear and a section will appear under the text area indicating the marked route/location.



Enter Location(s)

Main Roads	From/At	To	Description	Delete
William St E	Willow St	King St S(15)	Willow St at William St E to King St S(15) at William St E	

If your Filming Event requires multiple locations, you may now add a new location/route on the same map.

Clear Location and Start Over Add A New Location

King St N(15) at Erb St E(9)
to Willow St at Erb St E(9)

Main Roads	From/At	To	Description	Delete
William St E	Willow St	King St S(15)	Willow St at William St E to King St S(15) at William St E	

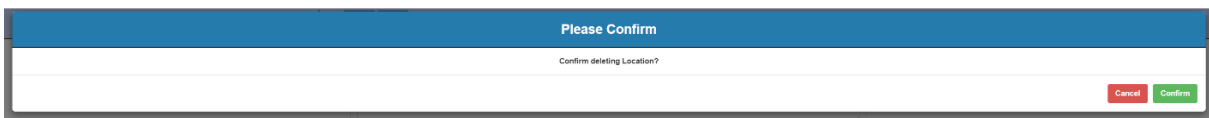


Both locations will appear in the table under the Text Area.

Enter Location(s)

Main Roads	From/At	To	Description	Delete
William St E	Willow St	King St S(15)	Willow St at William St E to King St S(15) at William St E	
Erb St E(9)	King St N(15)	Willow St	King St N(15) at Erb St E(9) to Willow St at Erb St E(9)	

Please note that once a location is officially added, it CANNOT be edited. To reset a route, click the beside the route you would like to remove from the list. A pop-up will appear asking you to confirm that you would like to delete the location. Click **Confirm**.

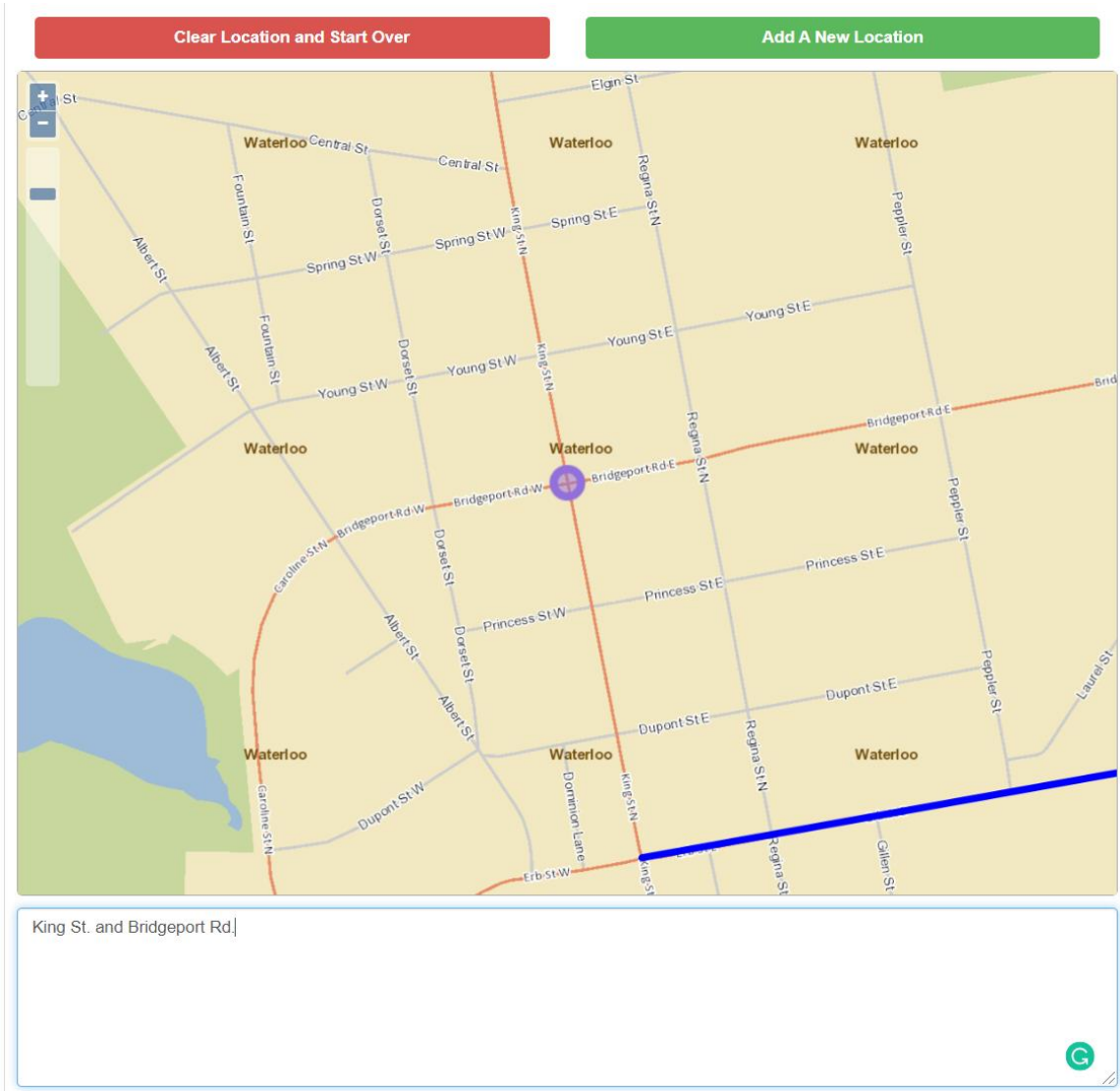


The map and the table will automatically update.

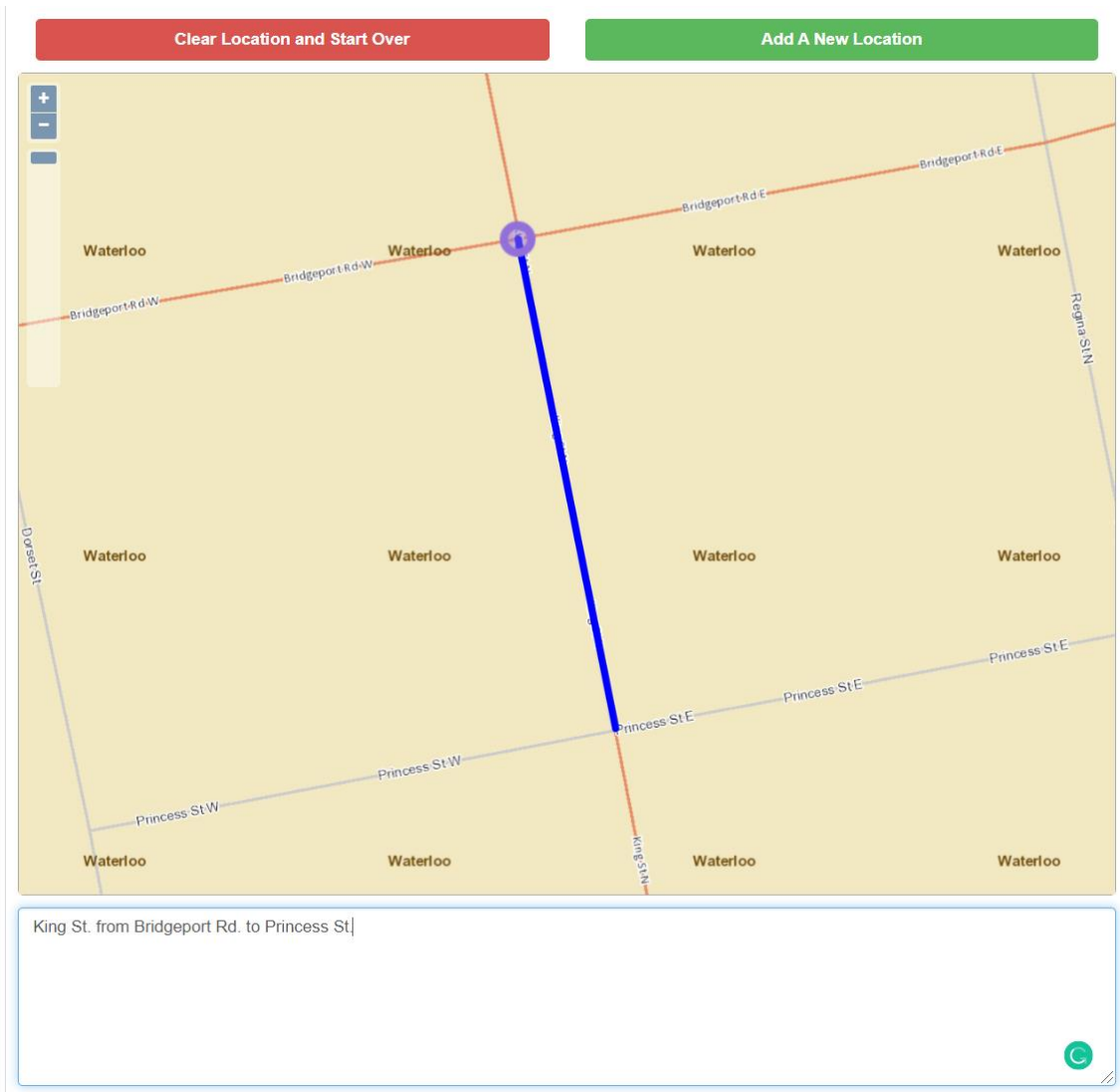


3.1.1.4.2 Adding Location using Text Area

Locations can also be typed in the Text Area if you are having a tough time finding it on the map. Note that cardinal names (N, E, S, W) in the road names are not included in the formats. Intersections are inserted in the following format: *King St. and Bridgeport Rd.*



Road segments are inserted in the following format: *King St. from Bridgeport Rd. to Princess St.* The map will automatically zoom to the location of your indicated road segment.



Please note that unlike the markers placed using the map, text area locations CANNOT be drag-and-dropped. Click **Add A New Location** to finish adding your location to your application.

3.1.1.5 File Uploads

If you would like to include any files to accompany your application, you may do so in this section. Filming Events files may include Insurance Certificates, Traffic Plans, All 24hr Contacts, Proofs of Valid Charity, and/or any Additional Files. You may drag and drop your files from your files folder, or you may click on the box to upload your documents. Please note the different accepted file types and the maximum file size.



File Uploads

Insurance Certificate ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Traffic Plan (conforming to OTM Book 7) ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

All 24hr Contacts ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Proof of Valid Charity ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

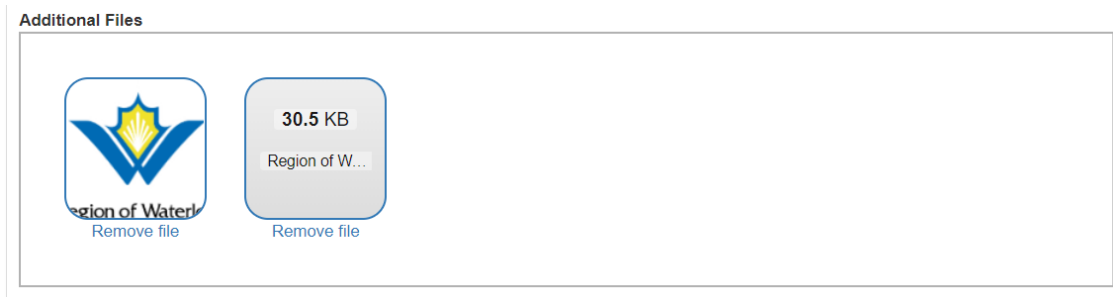
File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Additional Files

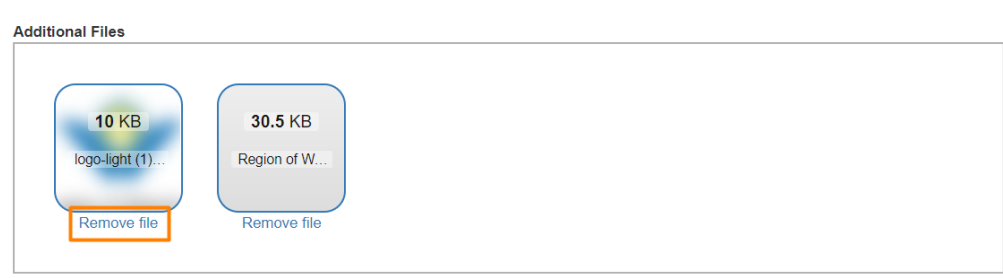
Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Once files are uploaded, icons of the files will appear.



Hover or mouse over an image file to see the image size and name. Click **Remove file** underneath the file to remove it from your application.





3.1.1.6 Saving and/or Completing the Application

When you have finished inputting all the mandatory information, make sure to tick off the box indicating that you have read, understood, and agree with the Terms and Conditions. Click **Terms and Conditions** if you need a reminder.



I have read, understood, and agree to the Terms and Conditions *

[Save Draft](#) [Terms and Conditions](#)

[Cancel](#) [Apply](#)

If you would like to return to this specific application without submitting it just yet, click **Save Draft**. A notification box will appear at the top of the page with the application ID. It will also indicate any mandatory fields you did not complete.



- Your application ID for the draft application is fe201001-5tm1po.
- Will the event include alcohol? is required.
- City/Township is required.

Uploaded files are now in a list format and can be either downloaded using  or removed using .

Additional Files

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls,xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

logo-light (1).png  	2020-10-02 15:57
--	------------------

You may return to this application through **My Applications** or by searching your ID in the search bar. See Sections 2.1 and 2.3 respectively for more information.

If you would like retire this application altogether, click **Cancel**.

When you are ready, click **Submit** to complete your application. You will be brought to the View Filming Event Application page where you may see the status of your application as well as all the information you inputted.



View Filming Event Application

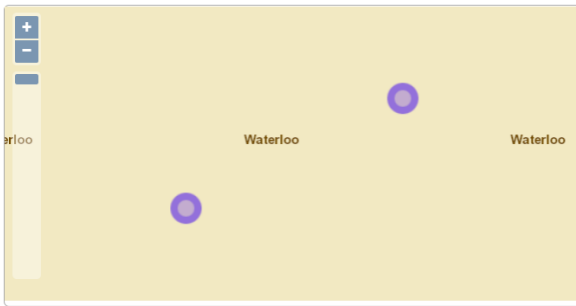
Application Pending

[Create Recurring Permit](#)

Filming Event Details ^

[Edit Application](#)

Last edited by Test User at 2020-10-20 02:23:47 PM



Location	Lexington Rd 183m Northeast of Dearborn Blvd
Main Road	Lexington Rd
From	Dearborn Blvd
To	

Application ID	fe201020-2lqkhz																						
Created At	2020-10-20 02:22 PM																						
Application Type	Filming Event																						
Start Date	2020-10-28 02:30 PM																						
End Date	2020-12-30 08:22 PM																						
Organization Type	For Charity																						
Owner/Company/Organization	<table border="1"> <tr><td>Organization Name:</td><td>Transnomis Solutions</td></tr> <tr><td>Organization Position:</td><td>Transnomis</td></tr> <tr><td>Contact Name:</td><td>Test User</td></tr> <tr><td>Address:</td><td>220 Duncan Mill Rd</td></tr> <tr><td>City/Town:</td><td>North York</td></tr> <tr><td>Province/State:</td><td>Ontario</td></tr> <tr><td>Postal/Zip Code:</td><td>M3B 3J5</td></tr> <tr><td>Email Address:</td><td>testuser.transnomis@gmail.com</td></tr> <tr><td>Primary Phone Number:</td><td>(416) 256-5486 ext.</td></tr> <tr><td>Secondary Phone Number:</td><td>ext.</td></tr> <tr><td>Fax:</td><td></td></tr> </table>	Organization Name:	Transnomis Solutions	Organization Position:	Transnomis	Contact Name:	Test User	Address:	220 Duncan Mill Rd	City/Town:	North York	Province/State:	Ontario	Postal/Zip Code:	M3B 3J5	Email Address:	testuser.transnomis@gmail.com	Primary Phone Number:	(416) 256-5486 ext.	Secondary Phone Number:	ext.	Fax:	
Organization Name:	Transnomis Solutions																						
Organization Position:	Transnomis																						
Contact Name:	Test User																						
Address:	220 Duncan Mill Rd																						
City/Town:	North York																						
Province/State:	Ontario																						
Postal/Zip Code:	M3B 3J5																						
Email Address:	testuser.transnomis@gmail.com																						
Primary Phone Number:	(416) 256-5486 ext.																						
Secondary Phone Number:	ext.																						
Fax:																							
Registration Number																							
Will the event include alcohol?	Yes																						
Will the event include solicitation?	Yes																						
Emergency Contact Number	(647) 123-4567																						
Primary Emergency Contact	Test 2																						
Activity Description	Description																						
City/Township	Township of North Dumfries																						
Zone Required	Lane Use																						
Insurance Certificate	image.jpg																						



3.1.2 Municipal Consent

Read all of the information for the Municipal Consent carefully.

Municipal Consent (CAD: \$645.06 + HST)

Municipal consent is the written consent of the Commissioner or Designate to install, upgrade, downsize, occupy or remove public or private infrastructure, equipment, hardware or appurtenances within the Region's road right-of-way.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#)

When you are ready to do so, click **Apply**.

You will be brought to the Municipal Consent Application page. Please note that the following custom fields are subject to change.

3.1.2.1 Applicant Details

Fill in the Applicant details. See Section 3.1.1.1 for more details.

3.1.2.2 Municipal Consent Details

Fill in the Municipal Consent Details. All mandatory fields are marked with a red asterisk (*).

Municipal Consent Details

City/Township * i

Application Details * i

Primary Contact * i

Owner

Consultant


Additional Comments

Applicant Municipal Consent Reference Number * i


Stakeholder Company * i




3.1.2.2.1 Mandatory Fields

Click the  icon beside the fields for more information.

City/Township *





Fill in the application as accurately as possible.

3.1.2.3 Location

The location can be indicated either on the map or in the text area below the map. See Section 3.1.1.4 for more information.

3.1.2.4 File Uploads

If you would like to include any files to accompany your application, you may do so in this section. Municipal Consent files must include Drawings and Documents and may include Descriptions for the Drawings and/or any As Built files. You may drag and drop your files from your files folder, or you may click on the box to upload your documents. Please note the different accepted file types and the maximum file size.

File Uploads


Drawings and Documents*

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Descriptions for Drawings

Write your descriptions here.

As Built 

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z



3.1.2.5 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. You will be brought to the View Municipal Consent Application page where you may see the status of your application as well as all the information you inputted.

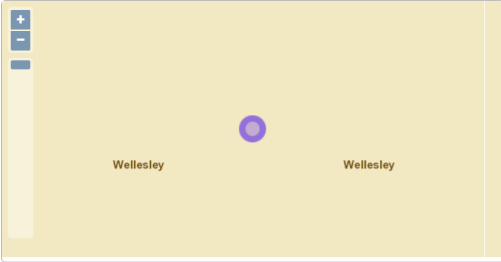
View Municipal Consent Application

Your application has been submitted. Your application id will be emailed to your email address.

Application Pending

Municipal Consent Details ^

[Edit Application](#)



Location	Lobsinger Line(15) 879m East of Moser-Young Rd(6)
Main Road	Lobsinger Line(15)
From	Moser-Young Rd(6)
To	

Application ID	mc201020-cczkou
Created At	2020-10-20 02:25 PM
Application Type	Municipal Consent
City/Township	Township of North Dumfries
Application Details	Details
Primary Contact	Owner
Additional Comments	
Applicant Municipal Consent Reference Number	123456
Stakeholder Company	Bell
As Built	No File Given

Version	Files	Descriptions	Date
Submission	Waterloo-Region-HQ.jif		2020-10-20 02:25 PM

3.1.2.6 Application Approved – Work Permit through Municipal Consent

Once the application is approved and payment has been processed, a new tab titled “Work Permit” will appear on the View Application page. Click **Create Work Permit** to continue your application.

View Municipal Consent Application

Application Approved

Work Permit ^

[Create Work Permit](#)



You will be brought to the “Edit Work Permit Application” page – many fields will already be auto-filled according to your municipal consent application. Read the Terms and Conditions carefully. Review all the mandatory fields (marked with a red asterisk (*)) and fill out the form as accurately as possible. See Section 3.1.3 for more details on Work Permit applications.

Edit Work Permit Application

Please read carefully:

A work permit is required for anyone wanting to occupy a Regional road, shoulder, sidewalk or right-of-way, even if the work is not expected to damage the road. The permit must be obtained in advance of the work being done. See the schedule below for more information.

A permit is required for all work including excavation, cut or trench; to install, construct, place, move, remove, relocate, adjust, alter, clean, maintain, test, repair, replace, improve or restore infrastructure in, over, under, across or along a Regional road, or on any road that extends from a Regional road on to private property, or on an unopened Regional road.

If a Work Permit is required for the purpose of constructing or modifying an access in which an Access Permit was required and approved, a copy of the approved Access Permit must accompany the submission of the Work Permit.

The applicant must have the approval to sign on behalf of the Owner/Proponent and Contractor.

Collection Notice: Personal information requested on this form is collected under the authority of the “Municipal Act” and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Terms and Conditions](#)

Applicant Details

These fields may be automatically populated from a logged-in user's account details [Clear](#)

Organization's Name*
Transnomis Solutions

When you have completed filling out the information, click **Submit** at the bottom of the page. You will then be brought to the “View Work Permit Application” page where you may review your application while it is Pending.

View Work Permit Application

Your application has been submitted. Your application id will be emailed to your email address.

Application Pending

[Create Recurring Permit](#)

Work Permit Details

[Edit Application](#)

Last edited by Test User at 2020-10-05 11:03:27

Main Roads	From/At	To	Description
Highland Rd W(6)	Fischer-Hallman Rd(58)		Highland Rd W(6) 122m Northeast of Fischer-Hallman Rd(58)
Highland Cres	Wycliffe Pl		Highland Cres 251m Southwest of Wycliffe Pl
Highland Rd W(6)	Fischer-Hallman Rd(58)		Highland Rd W(6) 141m Northeast of Fischer-Hallman Rd(58)



To see the associated Municipal Consent for this Work Permit, scroll down to the bottom of the View Application page to the “Related Permits” tab.

Related Permits		
Type	Link	Status
Municipal Consent	mc201002-j3gqkz	Approved

Click the Link to go back to the View Municipal Consent Application page. Your pending Work Permit will now appear under the Work Permit tab. If multiple Work Permits are needed, you may apply for another one and they will be listed out in this table.

View Municipal Consent Application

Application Approved

Work Permit

Create Work Permit

Link	Created User	Created Time	Status
wp201005-62395w	Test User	10/5/2020 10:44:37 AM	Incomplete Cancel
wp201005-kj7pig	Test User	10/5/2020 10:47:14 AM	Review

If the work location is on or near the ION Light Rail Transit Network, you will be asked to complete and submit a Keolis Permit Application. See Section 3.1.4 for more details.

3.1.3 Work Permit

You may apply to a Work Permit on its own or through Municipal Consent. See Section 3.1.2.6 for applying for a Work Permit through Municipal Consent.

To apply to a Work Permit on its own, be sure to read all of the information carefully.

Work Permit (CAD: \$220.00)
 A work permit is required for anyone wanting to occupy a Regional road, shoulder, sidewalk or right-of-way, even if the work is not expected to damage the road. The permit must be obtained in advance of the work being done. See the schedule below for more information.

A permit is required for all work including excavation, cut or trench; to install, construct, place, move, remove, relocate, adjust, alter, clean, maintain, test, repair, replace, improve or restore infrastructure in, over, under, across or along a Regional road, or on any road that extends from a Regional road on to private property, or on an unopened Regional road.

If a Work Permit is required for the purpose of constructing or modifying an access in which an Access Permit was required and approved, a copy of the approved Access Permit must accompany the submission of the Work Permit.

The applicant must have the approval to sign on behalf of the Owner/Proponent and Contractor.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#)
[Terms and Conditions](#)

Click **Terms and Conditions** to read all the terms and conditions for a Work Permit. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, click **Close** on the bottom right of the pop-up.



Terms and Conditions - Work Permit

Traffic control must meet Ontario Manual Book 7 Temporary Conditions.

Should you be working on behalf of the Region of Waterloo, the conditions below do not apply. However, the conditions as per your approved contract with the Region do apply.

Temporary electronic traffic control devices (including temporary traffic control signals) requires prior approval from the Region before use.

- Must allow 30 days to process request.
- Minimum Traffic Control Person (TCP) designated to control the device.
- Used on Regional roads for day-time operations only. No night-time operation permitted.
- Only consider on roadways with a posted speed limit of 50 km/h or less.
- Use of RTCPs to comply with Ontario Traffic Manual Book 7, Temporary Conditions, Section 6.6.1.
- Plan showing location and showing minimum stopping sight distance will be achieved as per Transportation Association of Canada (T.A.C.) Guidelines.

2) Portable Lane Control Signals (PLCS)

- Duration of work lasting no longer than 24 hours.
- Installed in accordance with Regulation 609 with covering physical and signage requirements.
- Roadway to posted 80 km/h or less.
- Roadway illumination present.
- Plan showing location and showing minimum stopping sight distance will be achieved as per Transportation Association of Canada (T.A.C.) Guidelines.

3) Portable Temporary Traffic Control Signals (PTTCS)

- Only PTTCS approved on RTO (SR&E 68-56 dated June 1, 2007) may be used on Regional roads.
- Installed in accordance with Regulation 608 HTA covering physical and signage requirements.
- Roadway illumination present.
- PTTCS utilized for periods lasting longer than 24 hours must be installed to meet the requirements of Regulation 608 and Section 144 HTA.
- A high approval drawing approved by the Manager of Transportation Engineering is required as per section 144(21) HTA prior to installation / re-errection.
- Traffic signal timing and operation reviewed and approved by Traffic Systems.

The Region of Waterloo will not permit any type of temporary traffic control signal to be installed on any Regional road unless authorized by the Region as per section 144(31) of the Highway Traffic Act. It is Regional practice to consider engineering judgment before installing any signal, for example, avoid installing any signal within 210 m of another signal or where traffic causes from one signal are expected to overlap the next signalized intersection or where sight distance is inadequate.

The Proponent and the Contractor should both submit a copy of this Permit to their insurance companies to ensure that proper certificates of insurance are produced.

The Proponent and the Contractor shall each at a minimum purchase and maintain third party liability insurance in the amount of \$2 million accessible to the Regional Municipality of Waterloo (the Region) throughout the term of this Agreement. Unless otherwise specified, for the Proponent the term of the insurance shall be from the date of the commencement of the Work until the date of completion of the Warranty Period. Unless otherwise specified, for the Contractor the term of the insurance shall be from the date of the commencement of the Work until the date of completion of all related activities on the Regional road system. Such coverage shall protect the Region against all claims for all damages or injury (including death) to any person or persons and for damage to any property of the Region or any other public or private property resulting from or arising out of any act or omission on the part of the Proponent or the Contractor or any of their servants or agents. Coverage shall consist of a comprehensive policy of public liability and property damage insurance for the Work in the amount identified on Page 1 per occurrence. Such insurance shall name the Region as an additional insured thereunder. Such insurance shall be obtained to include the following endorsements: Blanket Contractual Liability and Cross Liability with Severability of Interests Clause. Such insurance shall state that coverage will not be suspended, limited, excluded, reduced in coverage or in limits except after forty (40) days prior written notice by certified mail to the Region.

If applicable, the Proponent and the Contractor shall each at a minimum purchase and maintain automobile third party liability insurance in the amount of \$2,000,000 accessible to the Region throughout the term of the Agreement covering all owned, leased and non-owned automobiles used in connection with the activities governed by this Permit.

If a Work Permit is required for the purpose of constructing or modifying an access in which an Access Permit was required and approved, a copy of the approved Access Permit must accompany the submission of the Work Permit.

This insurance coverage shall be primary insurance to the insurance carried by the Region. Any insurance or self-insurance maintained by the Region shall be excess of this insurance and shall not contribute with it.

[Click to Print](#) [Close](#)

When you are ready to do so, click **Apply**.

Work Permit (CAD: \$220.00)

A work permit is required for anyone wanting to occupy a Regional road, shoulder, sidewalk or right-of-way, even if the work is not expected to damage the road. The permit must be obtained in advance of the work being done. See the schedule below for more information.

A permit is required for all work including excavation, cut or trench, to install, construct, place, move, remove, relocate, adjust, alter, clean, maintain, test, repair, replace, improve or restore infrastructure in, over, under, across or along a Regional road, or on any road that extends from a Regional road on to private property, or on an unopened Regional road.

If a Work Permit is required for the purpose of constructing or modifying an access in which an Access Permit was required and approved, a copy of the approved Access Permit must accompany the submission of the Work Permit.

The applicant must have the approval to sign on behalf of the Owner/Proponent and Contractor.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#) [Terms and Conditions](#)

You will be brought to the Work Permit Application page where you may review the terms and conditions again. Please note that the following custom fields are subject to change.

3.1.3.1 General Contractor

Fill in the General Contractor fields. See Section 3.1.1.1 for more details.

General Contractor

These fields may be automatically populated from a logged-in user's account details [Clear](#)

Organization's Name*
Transnomis Solutions

Organization Position/Title
Transnomis

First and Last Name*
Test User

Primary Phone Number* (416) 123-4567 **Extension**

Secondary Phone Number **Extension**

Email Address*
test@gmail.com

Address*
220 Duncan Mill Rd

City/Town*
North York

Province/State*
Ontario

Postal/Zip Code*
M3B 3J5

Fax



3.1.3.2 Hiring Party or Organization Details

Fill in the Hiring Party or Organization Details. All mandatory fields are marked with a red asterisk (*).

Hiring Party or Organization Details

Same as above

Organization Name ?

Organization Position/Title ?

First and Last Name * ?

Primary Phone Number * ? Extension ?

Secondary Phone Number ? Extension ?

Email Address * ?

Address * ?

City/Town * ?

Province/State * ?

Postal/Zip Code * ?

Fax ?

If the information is the same as your Applicant information, you may tick off the “Same as above” checkbox. The section will collapse with this checkbox marked off.

Hiring Party or Organization Details

Same as above

3.1.3.3 Work Permit Details

Fill in the Work Permit Details. All mandatory fields are marked with a red asterisk (*).



Work Permit Details

Special Instructions:
 Full road closure requires 10 business days advance notice (40 business days for detours to Provincial Highways)
 Excavation and lane closures require 5 business days advance notice
 All other works require 3 business days advance notice

Start Date (yyyy-MM-dd) * **End Date (yyyy-MM-dd) ***

Start Time (12H) * **End Time (12H) ***

Time of Work *

Emergency Field Contact Number *

Emergency Field Contact Name *

Activity Description *

City/Township *

Earliest Expiry Date of Insurance Certificate

Municipal Consent

MC Number

Temporary Electronic Traffic Control Signal *

Occupancy Type *

Zone required for activity (check all that apply) *

- Boulevard
- Full Road Closure
- Intermittent Road Closure
- Intersection Impact
- Lane Use
- Multiple Lane Closure
- Shoulder
- Sidewalk Use
- Single Lane Closure

Additional Comments

Is this Emergency works requiring immediate field response within 24hrs? *

Excavation *

Surface Area

- Asphalt
- Sidewalk
- Curb & Gutter
- Boulevard
- Median
- Shoulder




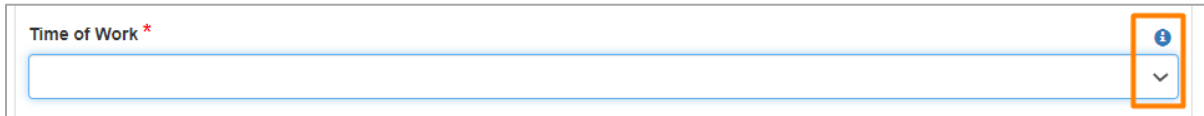
3.1.3.3.1 Start/End Dates and Start/End Times

See Section 3.1.1.3.1 for more details on Start/End Dates and Start/End Times.

The Start Time and End Time are defaulted to “9:00 AM” and “3:00 PM” respectively.

3.1.3.3.2 Mandatory Fields

Click the  icon beside the fields for more information.



The screenshot shows a form field labeled "Time of Work *". To the right of the input area is a small blue circle containing a white lowercase 'i', representing an information icon. This icon is enclosed in a hand-drawn orange rectangular box. Below the input area is a downward-pointing arrow, indicating a dropdown menu.

Fill in the application as accurately as possible.

3.1.3.3.3 Zone Required/Surface Area

In selecting the zone(s) required for your work permit, please ensure to check off ALL zones that apply. Click the checkboxes again to toggle the selection off if an option was selected by mistake. Do the same for the Surface Area section.

3.1.3.4 Cut Details

The details of the cut to be made can be inserted here. This is an optional section.



The screenshot shows a section titled "Cut Details" with a light grey header. Below the header are three input fields, each with a label and an information icon to its right:

- Length of Cut (m) with an information icon.
- Width of Cut (m) with an information icon.
- Depth of Cut (m) with an information icon.

3.1.3.5 Location

The location can be indicated either on the map or in the text area below the map. See Section 3.1.1.4 for more information.

3.1.3.6 File Uploads

If you would like to include any files to accompany your application, you may do so in this section. Work Permit files must include Traffic Plan files, Insurance Certificate (Contractor) files and Insurance Certificate (Owner) files. You may also include the Approval Municipal Consent Drawing, As Built files and/or any additional files. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.



File Uploads

Traffic Plan (conforming to OTM Book 7) * ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Insurance Certificate (Contractor) * ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Insurance Certificate (Owner) * ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Approval Municipal Consent Drawing Upload

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

As Built ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Additional Files

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

3.1.3.7 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. You will be brought to the View Work Permit Application page where you may see the status of your application as well as all the information you inputted.



View Work Permit Application

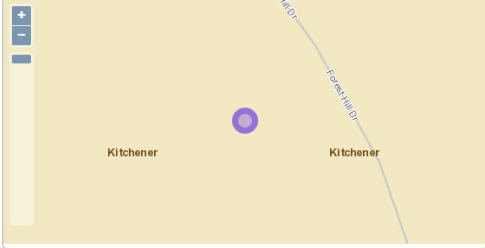
Application Pending

[Create Recurring Permit](#)

Work Permit Details ^

[Edit Application](#)

Last edited by Test User at 2020-10-20 02:33:43 PM



Location	Forest Hill Dr 94m Northwest of Greenbrook Dr
Main Road	Forest Hill Dr
From	Greenbrook Dr
To	

Application ID	wp201015-9p20sh
Created At	2020-10-15 02:40 PM
Application Type	Work Permit
Start Date	2020-10-20 09:00 AM
End Date	2020-11-20 03:00 PM
Time of Work	Daily

3.1.4 Keolis Permit

If the work required from your application is on or near the ION Light Rail Transit Network, you will be asked to complete and submit a Keolis Permit Application after the initial review by the Waterloo staff. Your application will not be approved unless your Keolis Permit is approved.

The “Keolis Permit” tab will appear on your View Application page with a link. Note that the Keolis Application ID is identical to the associated Application ID with the exception of the “-kp”. Click on the ID.



View Work Permit Application

Application Awaiting Applicant Revision

Create Recurring Permit

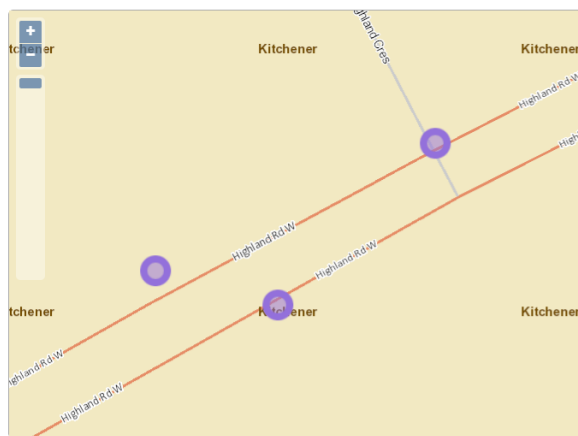
Keolis Permit

Link	Created User	Created Time	Status
wp201005-62395w-kp	Test User	10/5/2020 11:33:32 AM	AwaitRevision

Work Permit Details

Edit Application

Last edited by Test User at 2020-10-05 11:31:34



You will be brought to the Edit Keolis Permit Application page where instructions for Keolis are provided to you. The Keolis Permit is separated into two different parts – the Permit to Work Request Form and the Permit to Work - Job Assessment for Working Safe. Read both sections carefully to ensure that your Request is returned without delays.



Edit Keolis Permit Application



Permit to Work Request Form

Instructions:This form is to be completed by any personnel seeking to complete work on or near the ION Light Rail Transit Network. Please read the following information carefully to ensure that your Request is returned without delays.

Roles:	
Permit Applicant	Person completing the Permit to Work Form
Permit Recipient	Person managing the work described in the Permit to Work Form
Permit User	Person(s) participating in the work described in the Permit to Work Form
Central Control Facility (CCF)	Keolis Personnel responsible for the actioning and issuing of Permit to Work submissions in accordance with ION operational requirements

Process:	
Step 1: Complete the PTW Form	Recommendations: <i>If a PTW is denied, Keolis will provide recommended amendments to the PTW Form. This is to minimize operational impact to the ION Network.</i>
Step 2: Complete a JAWS Form	
Step 3: Submit documents to IONLRPermits@keolis.ca	
Step 4: Forms Returned to Applicant (Approved or Denied)	

Frequently Asked Questions:

How is authorization obtained?
Permission for planned works can be obtained by completing a Permit to Work Request and sending it to the Keolis with the appropriate supporting documentation. **Applications must be submitted at least 10 business days prior to the planned work date.** PTW Request Forms must be submitted to IONLRPermits@keolis.ca.

- When the completed PTW Request is submitted, it will be reviewed by Keolis to identify:
- *Whether the planned works can be safely undertaken with LRVs still running;*
 - *If a local restriction on LRV running is required;*
 - *If the safety of either the ION LRT or the applicant's staff or contractor(s) may be at risk; and*
 - *Whether the OCS requires to be isolated and grounded.*
- After the review, Keolis may then:
- *Seek further information in relation to the application;*
 - *Give permission for the works by issuing a Permit to Work; or*
 - *Refuse to allow the works.*

- Are there any work restrictions?**
Keolis will review each PTW Request Form individually and may impose conditions/restrictions on an approved Permit To Work issued which may include but not limited to:
- *Time of day in which the planned work may take place;*
 - *Type of equipment to be used on site;*
 - *Location of the planned work and proximity to the tracks;*
 - *Duration of planned work;*
 - *Scope of work authorized; or*
 - *Safety measures imposed on site.*

Is any training from Keolis required?
Prior to submitting a PTW Request, all workers must attend the **ION LRT Safety Awareness Training** provided by Keolis. This course is developed to provide all workers with the level of competence required to work on or near the ION LRT Network. Please note that this course does not provide instructions to workers on how to perform the planned work detailed in the PTW Form. This course will take approximately 2 hours and can be arranged by email at IONLRPermits@keolis.ca.

Other Considerations
All personnel working on or near to the ION LRT must wear the minimum PPE as approved by Keolis and as appropriate to the nature of the planned work. This can be identified by the documented Job Assessment for Working Safely Form completed by the relevant party as part of this PTW process. All workers must wear high visibility vests/jackets in order to identify themselves on the ION LRT Network and carry their certificate of participation issued upon completing the **ION LRT Safety Awareness Training**.

Complete Parts A-B thoroughly and submit to Waterloo Permit System 10 days prior to the planned work date.



Permit to Work Job Assessment for Working Safe

This form is to be completed by any individual seeking to complete work on or near the ION Light Rail Transit Network, in conjunction with the Permit to Work Request Form. When filling out this form, provide as much detail as possible to avoid unnecessary delays in processing. Complete Parts B only.

Part B: Hazard Analysis			
Instructions: List and rate all perceived or actual hazards using the risk categories provided. Identify planned control measures to mitigate each risk.			
Risk Categories and Descriptions:			
Low	Low probability; may cause minor injury to people, or operations	High	High probability; may cause grievous injury to people, or operations
Medium	Medium probability; may cause serious injury to people, or operations	Extreme	High probability; may cause death to people, or catastrophic disruptions

Certain fields are auto-filled for you with the information from your original application. Please review the auto-filled information and fill in any missing information. All mandatory fields are marked with a red asterisk (*). Please note that the following custom fields are subject to change.

3.1.4.1 Permit Applicant

This is the person completing the Permit to Work Form. These fields are auto-filled for you with the information from your original application. Review and fill in details as needed. See Section 3.1.1.1 for more details.

Part A: Permit Applicant

These fields may be automatically populated from a logged-in user's account details Clear

Organization's Name*

Organization Position/Title

First and Last Name*

Primary Phone Number* **Extension**

Secondary Phone Number **Extension**

Email Address*

Address*

City/Town*

Province/State*

Postal/Zip Code*

Fax



3.1.4.2 Recipient (Field Representative)

This is the person managing the work described in the Permit to Work Form. These fields are auto-filled for you with the information from your original application. Check off the “Same as above” checkbox if the Permit Applicant and Recipient are the same person. Review and fill in details as needed.

Part B: Recipient (Field Representative)

Same as above

Organization Name ?
Transnomis Solutions

Organization Position/Title ?
Transnomis

First and Last Name * ?
Test User

Primary Phone Number * ? Extension ?
(416) 123-4567

Secondary Phone Number ? Extension ?

Email Address * ?
test@gmail.com

Address * ?
220 Duncan Mill Rd

City/Town * ?
Toronto

Province/State * ?
Ontario

Postal/Zip Code * ?
M3B 3J5

Fax ?

3.1.4.3 Permit Information

These fields are auto-filled for you with the information from your original application. Review and fill in details as needed. See Section 3.1.1.3 for more details.

Part C: Permit Information

Start Date (yyyy-MM-dd) * ? End Date (yyyy-MM-dd) * ?
2020-10-05 2020-10-28

Start Time (12H) * ? End Time (12H) * ?
09:00 AM 03:00 PM

Time Created 2020-10-15 05:03 PM


Work Zone From * ?
Hwy 7/8 at Nafziger Rd(5)


Work Zone To * ?
Hwy 7/8 at

Description of Work * ?
TEST




3.1.4.4 Considerations (Hazard Zone and PTW)


Click the  icon beside the fields for more information.

Organization Type ^{*} 

Hazard Zone Considerations are mandatory fields. Click the dropdown to choose the Referenced Hazard Diagram. Click the checkboxes to as many Hazard Zone(s) apply.

Hazard Zone Considerations

Referenced Hazard Diagram ^{*} 


Hazard Zone(s) ^{*} 

A


B

C


PTW Considerations

Will work be within 3 metres of the OCS? 


Yes

Will Hi-Rail equipment be used? 


Yes

Does site access cross the LRT guideway? 


Yes

Does work have the potential to impact LRV movements? 


Yes

Is a completed Risk Assessment attached? 


Yes

Have all workers received ION LRT Awareness Training? 

Yes

Do you require assistance from Keolis? 

Yes

Provide detailed description of your request for assistance from Keolis. 

3.1.4.5 Risk Categories and Control Measures

Refer to the Permit to Work - Job Assessment for Working Safe table (See Section 3.1.4) to complete this section. Select the appropriate risk category in the dropdowns for each item and then give a description of the measures used to mitigate these risks in the text boxes below. Fill in the information as accurately as possible.



Risk Categories and Control Measures

Pedestrians *

Pedestrians Control Measures *

Motor Vehicle Traffic *

Motor Vehicle Traffic Control Measures *

Electrical *

Electrical Control Measures *

LRV *

LRV Control Measures *

Adverse Weather Conditions:

Weather Control Measures

3.1.4.6 Location

These fields are auto-filled for you with the information from your original application. Review and fill in details as needed. See Section 3.1.1.4 for more details.

Location

Enter Location(s)

Main Roads	From/At	To	Description	Delete
Highland Rd W(6)	Fischer-Hallman Rd(58)		Highland Rd W(6) 122m Northeast of Fischer-Hallman Rd(58)	
Highland Cres	Wycliffe Pl		Highland Cres 251m Southwest of Wycliffe Pl	
Highland Rd W(6)	Fischer-Hallman Rd(58)		Highland Rd W(6) 141m Northeast of Fischer-Hallman Rd(58)	



3.1.4.7 File Uploads

These fields are auto-filled for you with the information from your original application. Review and upload/remove files as needed. See Section 3.1.2.4 for more details.

File Uploads

Traffic Plan (conforming to OTM Book 7) * ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Region of Waterloo.pdf | ⓘ | 🗑️ 2020-10-05 11:33

Insurance Certificate (Contractor) * ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

logo-light.png | ⓘ | 🗑️ 2020-10-05 11:33

Insurance Certificate (Owner) * ⓘ

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

logo-light.png | ⓘ | 🗑️ 2020-10-05 11:33

Municipal Consent File Upload

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Additional Files

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z



3.1.4.8 Completing the Application

When you are ready, click **Submit** at the bottom of the page to complete your application. You will be brought to the View Keolis Permit Application page where you may see the status of your application as well as all the information you inputted.

View Keolis Permit Application

Application Revised By Applicant



Permit to Work Request Form

Instructions: This form is to be completed by any personnel seeking to complete work on or near the ION Light Rail Transit Network. Please read the following information carefully to ensure that your Request is returned without delays.

Roles:	
Permit Applicant	Person completing the Permit to Work Form
Permit Recipient	Person managing the work described in the Permit to Work Form
Permit User	Person(s) participating in the work described in the Permit to Work Form
Central Control Facility (CCF)	Keolis Personnel responsible for the actioning and issuing of Permit to Work submissions in accordance with ION operational requirements
Process:	
Step 1: Complete the PTW Form	Recommendations: <i>If a PTW is denied, Keolis will provide recommended amendments to the PTW Form. This is to minimize operational impact to the ION Network.</i>
Step 2: Complete a JAWS Form	
Step 3: Submit documents to IONLRTPermits@keolis.ca	
Step 4: Forms Returned to Applicant (Approved or Denied)	
Frequently Asked Questions:	
How is authorization obtained?	
Permission for planned works can be obtained by completing a Permit to Work Request and sending it to the Keolis with the appropriate supporting documentation. Applications must be submitted at least 10 business days prior to the planned work date. PTW Request Forms must be submitted to IONLRTPermits@keolis.ca .	
When the completed PTW Request is submitted, it will be reviewed by Keolis to identify:	
<ul style="list-style-type: none"> ▪ <i>Whether the planned works can be safely undertaken with LRVs still running;</i> ▪ <i>If a local restriction on LRV running is required;</i> ▪ <i>If the safety of either the ION LRT or the applicant's staff or contractor(s) may be at risk; and</i> ▪ <i>Whether the OCS requires to be isolated and grounded.</i> 	
After the review, Keolis may then:	
<ul style="list-style-type: none"> ▪ <i>Seek further information in relation to the application;</i> ▪ <i>Give permission for the works by issuing a Permit to Work; or</i> ▪ <i>Refuse to allow the works.</i> 	
Are there any work restrictions?	
Keolis will review each PTW Request Form individually and may impose conditions/restrictions on an approved Permit To Work issued which may include but not limited to:	
<ul style="list-style-type: none"> ▪ <i>Time of day in which the planned work may take place;</i> ▪ <i>Type of equipment to be used on site;</i> ▪ <i>Location of the planned work and proximity to the tracks;</i> ▪ <i>Duration of planned work;</i> ▪ <i>Scope of work authorized; or</i> ▪ <i>Safety measures imposed on site.</i> 	
Is any training from Keolis required?	
Prior to submitting a PTW Request, all workers must attend the ION LRT Safety Awareness Training provided by Keolis. This course is developed to provide all workers with the level of competence required to work on or near the ION LRT Network. Please note that this course does not provide instructions to workers on how to perform the planned work detailed in the PTW Form. This course will take approximately 2 hours and can be arranged by email at IONLRTPermits@keolis.ca .	
Other Considerations	
All personnel working on or near to the ION LRT must wear the minimum PPE as approved by Keolis and as appropriate to the nature of the planned work. This can be identified by the documented Job Assessment for Working Safely Form completed by the relevant party as part of this PTW process. All workers must wear high visibility vests/jackets in order to identify themselves on the ION LRT Network and carry their certificate of participation issued upon completing the ION LRT Safety Awareness Training .	

At the bottom of the page is the “Related Permits” tab where you may go back to view your original application.

The View Application page will also indicate the Status of your Keolis permit.



View Work Permit Application

Application Under Review

[Create Recurring Permit](#)

Keolis Permit ▲

Link	Created User	Created Time	Status
wp201005-62395w-kp	Test User	10/5/2020 11:33:32 AM	Approved

3.1.5 Oversize Load

To apply for an Oversize Load Permit, be sure to read all of the information carefully.

Oversize Load (CAD: \$55.00)
Superload (CAD \$185)

An oversize load permit is required to move loads that exceed Ministry of Transportation accepted limits by, height, length, width or weight as set out in the Highway Traffic Act.

Permits to move oversize loads are broken into two classifications:

1. Oversize Load: and
2. Superload

Applications for loads that exceed accepted limits (Superload) should be submitted at least 20 business days prior to the planned move.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#) [Terms and Conditions](#) [Highway Traffic Act](#)

Click **Highway Traffic Act** to read a guide to oversize/overweight vehicles and loads in Ontario provided by the Ontario Ministry of Transportation.

Oversize Load (CAD: \$55.00)
Superload (CAD \$185)

An oversize load permit is required to move loads that exceed Ministry of Transportation accepted limits by, height, length, width or weight as set out in the Highway Traffic Act.

Permits to move oversize loads are broken into two classifications:

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[Apply](#) [Terms and Conditions](#) [Highway Traffic Act](#)

When you are ready to do so, click **Apply**.

Oversize Load (CAD: \$55.00)
Superload (CAD \$185)

An oversize load permit is required to move loads that exceed Ministry of Transportation accepted limits by, height, length, width or weight as set out in the Highway Traffic Act.

Permits to move oversize loads are broken into two classifications:

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[Apply](#) [Terms and Conditions](#) [Highway Traffic Act](#)



A pop-up will appear requiring you to select one of the two vehicle categories. Review the Highway Traffic Act if you are unsure. Select the appropriate vehicle category and select the dimensions of your vehicle/load in the dropdowns available.

Please select carefully

* Please note that these are required fields

* Please select one of the two vehicle categories that best describes the type of vehicle moving the load:

A. Combination Vehicle (A combination of vehicles, including load, coupled together. See Highway Traffic Act)

B. Non-combination Vehicle

What are the dimensions of your vehicle/load?

* Length

* Width

* Height

* Weight

Depending on your category and the dimensions of your vehicle/load, a pop-up will appear indicating that you fit under one of the following:

- + [No Oversize Permit Required](#)
- + [Oversize Load Permit Required](#)
- + [Superload Permit Required](#)

3.1.5.1 No Oversize Permit Required

If no oversize permit is required for the dimensions of your vehicle/load, a pop-up will appear indicating that you do not need to submit any further requests. You will be provided a ticket that you will require in your vehicle when moving your load. Click **Click to Print** to access your ticket on a different tab in your browser.

Attention

Based on your selected dimensions of your load and vehicle, an Oversize Load or Superload Permit is not required by the Region of Waterloo or its Area Municipalities.

Please click the print button below for a copy of the letter that must remain in your vehicle when moving the load. Note, if you have multiple vehicles that are the same dimensions as per this application applied for, please make additional copies as required for each vehicle.

3.1.5.2 Oversize Load Permit Required

If an Oversize Load Permit is required for the dimensions of your vehicle/load, a pop-up will appear indicating for you to continue to that application. Click **Continue**.



Please Confirm

Based on your selected dimensions of your load and vehicle, an **OverSize Load Permit** is required.

A **Terms and Conditions** will pop up. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, tick off the “I have read, understood, and agree to the Terms and Conditions” checkbox on the bottom right of the pop-up. Then, click **Continue**.

Terms and Conditions - Oversize Load

Please read the **Region of Waterloo Oversize Load Permit Terms and Conditions** and select that you (the applicant) have read, understood and agree to the Terms and Conditions before proceeding.

Region of Waterloo Oversize Load Permit Terms and Conditions

1. The Oversize Load Permit can be used for multiple trips as long as the vehicle and/or load does not exceed the Oversize Load maximum dimensions (i.e. Superload Permit required).
2. Prior to issuing a permit, the applicant must perform a route survey, and ensure that they have not identified any constraints which would invalidate the proposed route.
3. The applicant must arrange for two (2) private escort vehicles to accompany the load.
4. The applicant is responsible to arrange for possible additional police escort(s) as deemed necessary through the Highway Traffic Act. This may require further contact, by the applicant, with Waterloo Regional Police Services.
5. Provide valid certificate of insurance with a minimum of \$ 2 million automobile liability insurance and \$ 5 million general liability insurance and also listing the Region of Waterloo, Cities of Cambridge, Kitchener and Waterloo and Townships of North Dumfries, Wellesley, Wilmot and Woolwich, as additional insured for the duration of Permit exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of one or more persons and a loss of or damage to property. Such policy shall protect the Region against all claims for all damages or injury including death to any person or persons and for damage to any property of the Region or any other public or private property during the time the applicant is moving along or across any Regional road.
6. Multiple or repeated trips shall not exceed the end date of the certificate of insurance or shall not exceed one (1) year.
7. The applicant must ensure that the vehicle is equipped with all relevant safety and identification materials as outlined in the Highway Traffic Act.
8. Approved permit holders shall avoid moving in heavy traffic periods.
9. The issuance of a permit to move an oversize load in no way relieves the applicant of the responsibility to obtain the necessary Provincial, or area municipal licenses or permits.
10. The Region will accept no liability or responsibility for the moving of oversize loads, and in the event of excessive equipment breakdown, the Region may elect, at the applicants expense, to engage whatever equipment the Region deems necessary to move the applicant's equipment and load from the right of way.
11. Any permit may be revoked at any time without notice, or for violation of the permit conditions.
12. All route identification, including but not limited to, route surveys, clearances, construction, constraints and the temporary removal, raise and relocation of any structure is the sole responsibility, including cost, of the applicant.
13. No vehicle requiring a permit under this policy is permitted to use the right of way adjacent to the Region's ION Rapid Transit subject to the applicant engaging a professional engineer or engineering firm, licenced in Ontario, to prepare a report on the proposed route, including a route survey, listing all roads to be traveled and must show that all clearances are satisfactory and either indicate that they have not identified any constraints which would invalidate the proposed route or have made arrangements to temporarily remove, raise, or relocate any identified constraints as part of the trip planning. The report must be submitted to the Region of Waterloo for review. In addition the engineering report must include vehicle configuration and details with regards to the proposed load.
14. The minimum processing time for an Oversize Load Permit is 10 business days.
15. It is the applicants responsibility to ensure that the information provided is accurately reflected for the vehicle/and or loads applied for and that they are accurately reflected in the appropriate permit applied for.
16. In no way is the Region or any area municipality responsible for any inaccurate information submitted by the applicant.
17. An approved Oversize load permit must remain within the vehicle at all times and the driver of that vehicle, including the applicant, understands and conforms to the Terms and Conditions herein.
18. For any approved Oversize Load Permit the driver of that vehicle, including the applicant, has read and understood any and all half-load restrictions that may apply to any roads within the Region of Waterloo. For half-load restrictions please follow up with the appropriate municipalities travelling within.
19. The applicant understands that the Region reserves the right to impose other conditions, as the Region deems necessary. Other conditions that the Region reserves the right to impose may include but not limited to, include:
 - Time, day and date restrictions;
 - Route restrictions;
 - Pre-move route survey and reporting requirements (with or without a private pole car);
 - Engineering reviews;
 - Traffic management plans;
 - Contingency plan for stops or breakdowns;
 - Private pole car escort vehicles to accompany the load;
 - Private escort vehicle(s) to accompany the load;
 - Police escort vehicle(s) to accompany the load;
 - Proof of notification / coordination with impacted utilities along a route (e.g. aerial infrastructure owners);
 - Additional insurance requirements; and
 - Other restrictions as the Region deems necessary, alone, or in consultation with stakeholders (e.g. Area Municipalities, Waterloo Regional Police Service).

I have read, understood, and agree to the Terms and Conditions

A pop-up titled “Certificate of Insurance” will appear. All Oversize Load Permit Applications must be accompanied by a completed and signed copy of the Region of Waterloo Standard Certificate of Insurance. Your permit will not be approved without one.

3.1.5.2.1 Missing Certificate of Insurance

If you do not currently have one, download the template and the Terms and Conditions provided and forward both to your insurance provider/broker for completion and signature.



Certificate of Insurance

The Region of Waterloo Standard Certificate of Insurance template must be populated and signed by your insurance provider/broker. A permit to move Oversize Loads/Superloads will not be approved by the Region of Waterloo unless a completed and signed copy of the Region of Waterloo Standard Certificate of Insurance is attached to your application.

The Region shall be under no duty to either ascertain the existence of or to examine such Certificate of Insurance or policies of insurance or to advise the Insured of their insurer in the event that such insurance coverage is not adequate or in compliance with the requirements set out in the Permit. The Insured and/or their Broker is responsible for ensuring such compliance and to ensure adequate coverage is in place for their operations.

Please download the Region of Waterloo Standard Certificate of Insurance Template, the Terms and Conditions, and forward to your insurance provider/broker for completion and signature.

[Click Here to Download](#)

To continue with the Region of Waterloo Oversize Loads/Superloads Permit application process, a Region of Waterloo Standard Certificate of Insurance Template must be authorized by your Insurance Provider/Broker.

I have obtained a signed Region of Waterloo Standard Certificate of Insurance from my insurance provider/broker.

Cancel **Continue**

A pop-up will appear asking you to confirm that you know the requirements for an Oversize Load Permit. Tick off the checkbox and click **Close**. Please return when you have the Certificate ready for your application.

Attention

Please check the download file.

Before continuing with your Permit Application, you must have the Region of Waterloo Standard Certificate of Insurance signed and authorized by your insurance provider/broker. Information contained within the Region of Waterloo Standard Certificate of Insurance will be needed later in the application process.

Please select the following box indicating that you have read and understood this requirement.

I have read the above and understand the Certificate of Insurance requirement before continuing with the Region of Waterloo Oversize Loads/Superload Permit application.

Close

3.1.5.2.2 Completed Certificate of Insurance

If you already have a Certificate of Insurance, tick off the “I have obtained a signed Region of Waterloo Standard Certificate of Insurance” checkbox. Click **Continue**.

Certificate of Insurance

The Region of Waterloo Standard Certificate of Insurance template must be populated and signed by your insurance provider/broker. A permit to move Oversize Loads/Superloads will not be approved by the Region of Waterloo unless a completed and signed copy of the Region of Waterloo Standard Certificate of Insurance is attached to your application.

The Region shall be under no duty to either ascertain the existence of or to examine such Certificate of Insurance or policies of insurance or to advise the Insured of their insurer in the event that such insurance coverage is not adequate or in compliance with the requirements set out in the Permit. The Insured and/or their Broker is responsible for ensuring such compliance and to ensure adequate coverage is in place for their operations.

Please download the Region of Waterloo Standard Certificate of Insurance Template, the Terms and Conditions, and forward to your insurance provider/broker for completion and signature.

[Click Here to Download](#)

To continue with the Region of Waterloo Oversize Loads/Superloads Permit application process, a Region of Waterloo Standard Certificate of Insurance Template must be authorized by your Insurance Provider/Broker.

I have obtained a signed Region of Waterloo Standard Certificate of Insurance from my insurance provider/broker.

Cancel **Continue**

You will be brought to the Oversize Load Application page. Please note that the following custom fields are subject to change.



3.1.5.2.2.1 Moving Firm (Applicant)

Fill in the Moving Firm (Applicant) fields. All mandatory fields are marked with a red asterisk (*).

Moving Firm (Applicant)

Organization's Name*

Organization Position/Title

First and Last Name*

Primary Phone Number* Extension

Secondary Phone Number Extension

Email Address*

Address*

City/Town*

Province/State*
Select a Province/State

Postal/Zip Code*

Fax

3.1.5.2.2.2 Insurance Details

Fill in the Insurance Details contained within your Certificate of Insurance. Please note that this section is mandatory.

Insurance Details *

Fill in the information contained within the Region of Waterloo Standard Certificate of Insurance

Type of Insurance	Policy Dates		Limits of Liability / Amounts
	Effective	Expiry	
Section 1 – Primary Comprehensive or Commercial General Liability (Occurrence Basis)	<input type="text"/>	<input type="text"/>	Bodily Injury & Property Damage Inclusive <input type="text"/> Aggregate <input type="text"/> Deductible <input type="text"/>
Section 2 Automobile Liability	<input type="text"/>	<input type="text"/>	Bodily Injury & Property Damage Inclusive <input type="text"/>
Section 3 Excess/Umbrella	<input type="text"/>	<input type="text"/>	Inclusive <input type="text"/>
Section 4 - Other Other (Schedule required)	<input type="text"/>	<input type="text"/>	Inclusive <input type="text"/>



3.1.5.2.2.3 Oversize Load Details

Fill in the Oversize Load Details. All mandatory fields are marked with a red asterisk (*).

Oversize Load Details

Special Instructions:
 Note: The End Date cannot exceed any policy Expiration Dates on Certificate of Insurance.

Start Date (yyyy-MM-dd)* End Date (yyyy-MM-dd)*

From the following list, please select the appropriate municipalities where your movement(s) will take place. * i

- Region of Waterloo
- City of Cambridge
- City of Kitchener
- City of Waterloo
- Township of North Dumfries
- Township of Wellesley
- Township of Wilmot
- Township of Woolwich

3.1.5.2.2.3.1 Start/End Dates

See Section 3.1.1.3.1 for more details on Start/End Dates and Start/End Times.

3.1.5.2.2.3.2 Appropriate Municipalities

In selecting the appropriate municipalities where your movement(s) will take place, please ensure to check off ALL municipalities that apply. Click the checkboxes again to toggle the selection off if an option was selected by mistake.

3.1.5.2.2.4 File Uploads

Please upload your Certificate of Regional Insurance and your Original Insurance Certificate. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.

File Uploads

Certificate of Regional Insurance (Please attach the authorized Region of Waterloo Standard Certificate of Insurance obtained from your Insurance Provider/Broker.) *

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls,xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Original Insurance Certificate *

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls,xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

3.1.5.2.2.5 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.



When you are ready, click **Submit** to complete your application. You will be brought to the View Oversize Load Application page where you may pay for your permit as well as view all the information you inputted.

View Oversize Load Application

Your application has been submitted. You can get your certificate after payment.

Application Pending Payment

Payment

Fee (CAD)	Sales Tax	Amount
\$55.00	\$0.00	\$55.00

Pay Now
No Refunds

Oversize Load Details

Application ID	os201020-1uwx9																						
Created At	2020-10-20 02:44 PM																						
Application Type	Oversize Load																						
Start Date	2020-10-22 12:00 AM																						
End Date	2020-11-04 11:59 PM																						
From the following list, please select the appropriate municipalities where your movement(s) will take place.	City of Kitchener Township of North Dumfries																						
Insurance Details	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th rowspan="2">Type of Insurance</th> <th colspan="2">Policy Dates</th> <th rowspan="2">Limits of Liability / Amounts</th> </tr> <tr style="background-color: #003366; color: white;"> <th>Effective</th> <th>Expiry</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>Section 1 – Primary Comprehensive or Commercial General Liability (Occurrence Basis)</td> <td>2020-10-21</td> <td>2021-01-21</td> <td>Bodily Injury & Property Damage Inclusive \$1.00 Aggregate \$1.00 Deductible \$1.00</td> </tr> <tr> <td>Section 2 Automobile Liability</td> <td>2020-10-20</td> <td>2021-01-21</td> <td>Bodily Injury & Property Damage Inclusive \$1.00</td> </tr> <tr style="background-color: #e6f2ff;"> <td>Section 3 Excess/Umbrella</td> <td>2020-10-20</td> <td>2021-02-24</td> <td>Inclusive \$1.00</td> </tr> <tr> <td>Section 4 - Other Other (Schedule required)</td> <td>2020-10-20</td> <td>2021-03-31</td> <td>Inclusive \$1.00</td> </tr> </tbody> </table>	Type of Insurance	Policy Dates		Limits of Liability / Amounts	Effective	Expiry	Section 1 – Primary Comprehensive or Commercial General Liability (Occurrence Basis)	2020-10-21	2021-01-21	Bodily Injury & Property Damage Inclusive \$1.00 Aggregate \$1.00 Deductible \$1.00	Section 2 Automobile Liability	2020-10-20	2021-01-21	Bodily Injury & Property Damage Inclusive \$1.00	Section 3 Excess/Umbrella	2020-10-20	2021-02-24	Inclusive \$1.00	Section 4 - Other Other (Schedule required)	2020-10-20	2021-03-31	Inclusive \$1.00
Type of Insurance	Policy Dates		Limits of Liability / Amounts																				
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Section 3 Excess/Umbrella	2020-10-20	2021-02-24	Inclusive \$1.00																				
Section 4 - Other Other (Schedule required)	2020-10-20	2021-03-31	Inclusive \$1.00																				
Certificate of Regional Insurance (Please attach the authorized Region of Waterloo Standard Certificate of Insurance obtained from your Insurance Provider/Broker.)	Waterloo-Region-HQ .jff																						
Original Insurance Certificate	city_hall__Gallery.jpg																						

See Section 3.3 for more information on processing your permit payment.

See Section 3.5 for more information in accessing your Permit Certificate.

3.1.5.3 Superload Permit Required

If a Superload Permit is required for the dimensions of your vehicle/load, a pop-up will appear indicating for you to continue to that application. Click **Continue**.

Please Confirm

Based on your selected dimensions of your load and/or vehicle, a Superload Permit is required.

Cancel
Continue



A **Terms and Conditions** will pop up. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, tick off the “I have read, understood, and agree to the Terms and Conditions” checkbox on the bottom right of the pop-up. Then, click **Continue**.

Terms and Conditions - Superload

Please read the Region of Waterloo Superload Permit Terms and Conditions and select that you (the applicant) have read, understood and agree to the Terms and Conditions before proceeding.

Region of Waterloo Superload Permit Terms and Conditions

1. The Superload Permit will only be issued on a single-trip basis. As long as the load does not change in any way, the Region can consider approving multiple trips.
2. Prior to issuing a permit, the applicant must perform a route survey, and submit an engineering review listing all roads to be traveled and must show that all clearances are satisfactory and either indicate that they have not identified any constraints which would invalidate the proposed route or have made arrangements to temporarily remove, raise, or relocate any identified constraints as part of the trip planning. In addition, the engineering report must include vehicle configuration and details with regards to the proposed load.
3. Provide valid certificate of insurance with a minimum of \$ 2 million automobile liability insurance and \$ 5 million general liability insurance and also listing the Region of Waterloo, Cities of Cambridge, Kitchener and Waterloo and Townships of North Dumfries, Wellesley, Wilmot and Woolwich, as additional insured for the duration of Permit exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of one or more persons and a loss of or damage to property. Such policy shall protect the Region against all claims for all damages or injury including death to any person or persons and for damage to any property of the Region or any other public or private property during the time the applicant is moving along or across any Regional road.
4. The applicant must arrange for two (2) private escort vehicles to accompany the load.
5. The applicant is responsible to arrange for possible additional police escort(s) as deemed necessary through the Highway Traffic Act. This may require further contact, by the applicant, with Waterloo Regional Police Services.
6. For vehicle and/or loads exceeding 119,999kg in weight, the applicant must engage a professional pavements/structural engineer or engineering firm, licenced in Ontario, to prepare a report on the proposed route, including a route survey, listing all roads to be traveled and must indicate whether any damage to infrastructure is likely to occur when the load is transported. The report must be submitted to the Region of Waterloo for review. In addition, the engineering report must include vehicle configuration and details with regards to the proposed load.
7. The applicant must ensure that the vehicle is equipped with all relevant safety and identification materials as outlined in the Highway Traffic Act.
8. Approved permit holders shall avoid moving in heavy traffic periods.
9. The issuance of a permit to move an oversize load in no way relieves the applicant of the responsibility to obtain the necessary Provincial, or area municipal licenses or permits.
10. The Region will accept no liability or responsibility for the moving of oversize loads, and in the event of excessive equipment breakdown, the Region may elect, at the applicants expense, to engage whatever equipment the Region deems necessary to move the applicant's equipment and load from the right of way.
11. Any permit may be revoked at any time without notice, or for violation of the permit conditions.
12. All route identification, including but not limited to, route surveys, clearances, construction, constraints and the temporary removal, raise and relocation of any structure is the sole responsibility, including cost, of the applicant.
13. No vehicle requiring a permit under this policy is permitted to use the right of way adjacent to the Region's ION Rapid Transit subject to the applicant engaging a professional engineer or engineering firm, licenced in Ontario, to prepare a report on the proposed route, including a route survey, listing all roads to be traveled and must show that all clearances are satisfactory and either indicate that they have not identified any constraints which would invalidate the proposed route or have made arrangements to temporarily remove, raise, or relocate any identified constraints as part of the trip planning. The report must be submitted to the Region of Waterloo for review. In addition the engineering report must include vehicle configuration and details with regards to the proposed load.
14. The minimum processing time for a Superload Permit is 20 business days.
15. It is the applicants responsibility to ensure that the information provided is accurately reflected for the vehicle/and or loads applied for and that they are accurately reflected in the appropriate permit applied for.
16. In no way is the Region or any area municipality responsible for any inaccurate information submitted by the applicant.
17. An approved Superload Permit must remain within the vehicle at all times and the driver of that vehicle, including the applicant, understands and conforms to the Terms and Conditions herein.
18. For any approved Superload Permit the driver of that vehicle, including the applicant, has read and understood any and all half-load restrictions that may apply to any roads within the Region of Waterloo. For half-load restrictions please follow up with the appropriate municipalities travelling within.
19. The applicant understands that the Region reserves the right to impose other conditions, as the Region deems necessary. Other conditions that the Region reserves the right to impose may include but not limited to, include:
 - Time, day and date restrictions;
 - Route restrictions;
 - Pre-move route survey and reporting requirements (with or without a private pole car);
 - Engineering reviews;
 - Traffic management plans;
 - Contingency plan for stops or breakdowns;
 - Private pole car escort vehicles to accompany the load;
 - Private escort vehicle(s) to accompany the load;
 - Police escort vehicle(s) to accompany the load;
 - Proof of notification l coordination with impacted utilities along a route (e.g. aerial infrastructure owners);
 - Additional insurance requirements; and
 - Other restrictions as the Region deems necessary, alone, or in consultation with stakeholders (e.g. Area Municipalities, Waterloo Regional Police Service).

Note: Effective July 1, 2018, Ontario Regulation 215/18 extends the authority of non-police escorts to Superload Permits issued by municipalities where Superloads are transported on municipal roads.

The Region allows organizations to deliver the Certified Superload Escort Program. Please refer to the Ministry of Transportation for further details if necessary.

Click to Print

I have read, understood, and agree to the Terms and Conditions

Cancel

Continue

A pop-up titled “Certificate of Insurance” will appear. All Superload Permit Applications must be accompanied by a completed and signed copy of the Region of Waterloo Standard Certificate of Insurance. Your permit will not be approved without one.

3.1.5.3.1 Missing Certificate of Insurance

See Section 3.1.5.2.1 for more information.

3.1.5.3.2 Completed Certificate of Insurance

If you already have a Certificate of Insurance, tick off the “I have obtained a signed Region of Waterloo Standard Certificate of Insurance” checkbox. Click **Continue**.



Certificate of Insurance

The Region of Waterloo Standard Certificate of Insurance template must be populated and signed by your insurance provider/broker. A permit to move Oversize Loads/Superloads will not be approved by the Region of Waterloo unless a completed and signed copy of the Region of Waterloo Standard Certificate of Insurance is attached to your application.

The Region shall be under no duty to either ascertain the existence of or to examine such Certificate of Insurance or policies of insurance or to advise the Insured of their insurer in the event that such insurance coverage is not adequate or in compliance with the requirements set out in the Permit. The Insured and/or their Broker is responsible for ensuring such compliance and to ensure adequate coverage is in place for their operations.

Please download the Region of Waterloo Standard Certificate of Insurance Template, the Terms and Conditions, and forward to your insurance provider/broker for completion and signature.

[Click Here to Download](#)

To continue with the Region of Waterloo Oversize Loads/Superloads Permit application process, a Region of Waterloo Standard Certificate of Insurance Template must be authorized by your Insurance Provider/Broker

I have obtained a signed Region of Waterloo Standard Certificate of Insurance from my insurance provider/broker.

You will be brought to the Superload Application page. Please note that the following custom fields are subject to change.

3.1.5.3.2.1 Moving Firm (Applicant)

Fill in the Moving Firm (Applicant) fields. All mandatory fields are marked with a red asterisk (*).

Moving Firm (Applicant)

Organization's Name*

Organization Position/Title

First and Last Name*

Primary Phone Number* Extension

Secondary Phone Number Extension

Email Address*

Address*

City/Town*

Province/State*

Postal/Zip Code*

Fax

3.1.5.3.2.2 Insurance Details

Fill in the Insurance Details contained within your Certificate of Insurance. Please note that this section is mandatory.



Insurance Details *

Fill in the information contained within the Region of Waterloo Standard Certificate of Insurance

Type of Insurance	Policy Dates		Limits of Liability / Amounts
	Effective	Expiry	
Section 1 – Primary Comprehensive or Commercial General Liability (Occurrence Basis)	<input type="text"/>	<input type="text"/>	Bodily Injury & Property Damage Inclusive <input type="text"/> Aggregate <input type="text"/> Deductible <input type="text"/>
Section 2 Automobile Liability	<input type="text"/>	<input type="text"/>	Bodily Injury & Property Damage Inclusive <input type="text"/>
Section 3 Excess/Umbrella	<input type="text"/>	<input type="text"/>	Inclusive <input type="text"/>
Section 4 - Other Other (Schedule required)	<input type="text"/>	<input type="text"/>	Inclusive <input type="text"/>

3.1.5.3.2.3 Superload Details

Fill in the Superload Details. All mandatory fields are marked with a red asterisk (*).

Superload Details

Special Instructions:
Applications for Superloads must be submitted at least 20 business days prior to the planned date of the move.
The End Date cannot exceed any Expiration Dates on Certificate of Insurance

Start Date (yyyy-MM-dd)* End Date (yyyy-MM-dd)*

Please enter the dimensions of your load and/or vehicle

Height (m) *

Width (m) *

Length (m) *

Weight (kg) *

From the following list, please select the appropriate municipalities where your movement(s) will take place. *

- Region of Waterloo
- City of Cambridge
- City of Kitchener
- City of Waterloo
- Township of North Dumfries
- Township of Wellesley
- Township of Wilmot
- Township of Woolwich

3.1.5.3.2.3.1 Start/End Dates

See Section 3.1.1.3.1 for more details on Start/End Dates and Start/End Times.



3.1.5.3.2.3.2 Dimensions of Load/Vehicle

Manually type in the exact dimensions of your load and/or vehicle. Alternatively, you may click on the small arrows on the right side of the textbox to choose your numbers. Please note that the arrows cannot do any decimal numbers.

Please enter the dimensions of your load and/or vehicle

Height (m) *

2

3.1.5.3.2.3.3 Appropriate Municipalities

In selecting the appropriate municipalities where your movement(s) will take place, please ensure to check off ALL municipalities that apply. Click the checkboxes again to toggle the selection off if an option was selected by mistake.

3.1.5.3.2.4 File Uploads

Please upload your Certificate of Regional Insurance, your Original Insurance Certificate, and a copy of your Traffic Management Plan. If applicable, you may also attach a copy of your structure analysis for review. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.

File Uploads

Certificate of Regional Insurance (Please attach the authorized Region of Waterloo Standard Certificate of Insurance obtained from your Insurance Provider/Broker) *

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Original Insurance Certificate *

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Traffic Management Plan (Please attach a copy of your Traffic Management Plan) *

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Structure Review (If Applicable, please attach a copy of your structure analysis for review)

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z



3.1.5.3.2.5 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. You will be brought to the View Superload Application page where you may see the status of your application as well as all the information you inputted.

View Superload Application

Application Pending

Superload Details ^

Edit Application

Last edited by Test User at 2020-10-06 06:27:47 PM

Application ID	sl201006-3anrba
Created At	2020-10-06 06:26 PM
Application Type	Superload
Start Date	2020-10-20 12:00 AM
End Date	2020-10-28 11:59 PM
Please enter the dimensions of your load and/or vehicle	
Height (m)	1
Width (m)	1
Length (m)	1
Weight (kg)	1
From the following list, please select the appropriate municipalities where your movement(s) will take place.	City of Waterloo Township of North Dumfries Township of Wilmot
Certificate of Regional Insurance (Please attach the authorized Region of Waterloo Standard Certificate of Insurance obtained from your Insurance Provider/Broker)	Waterloo Standard Certificate of Insurance.pdf
Original Insurance Certificate	Waterloo Standard Certificate of Insurance.pdf
Traffic Management Plan (Please attach a copy of your Traffic Management Plan)	Waterloo Standard Certificate of Insurance.pdf
Structure Review (If Applicable, please attach a copy of your structure analysis for review)	No File Given

Insurance Details	Type of Insurance	Policy Dates		Limits of Liability / Amounts
		Effective	Expiry	
Section 1 – Primary Comprehensive or Commercial General Liability (Occurrence Basis)		2020-10-06	2021-01-07	Bodily Injury & Property Damage Inclusive \$1.00 Aggregate \$1.00 Deductible \$1.00
Section 2 Automobile Liability		2020-10-06	2021-01-07	Bodily Injury & Property Damage Inclusive \$1.00
Section 3 Excess/Umbrella		2020-10-06	2021-01-01	Inclusive \$1.00
Section 4 - Other Other (Schedule required)		2020-10-06	2021-02-11	Inclusive \$1.00

See Section 3.2 for more information on Application Pending.



3.1.6 Special Event

To apply for a Special Event Permit, be sure to read all of the information carefully.

Special Event (CAD: \$45.00)
 A special event permit is required for anyone wanting to hold a parade/procession, ceremony, street dance/party, beer garden, solicitation of donations from a motor vehicle (toll road), sidewalk/street sale, festival/carnival, race/walk-a-thon, demonstration or any similar event that requires a lane or road closure or may interfere with the normal flow of traffic on a Regional Road, but does not include a wedding or funeral procession, picketing, or an activity for which the Region has granted a Filming Event Permit or a Work Permit.

To obtain approval for: Townships of North Dumfries, Wilmot or Wellesley, complete application form (below) and fax to 519-575-4453 or email to transportation@regionofwaterloo.ca.

To obtain approval for:

City of Cambridge contact via Email or Phone: 519-621-0740 x4324

City of Kitchener contact via Email or Phone: 519-741-2200 x7373

City of Waterloo contact via Email or Phone: 519-886-2310 x30270

Township of Woolwich contact via Email or Phone: 519-669-6041

For more specific details governing special events refer to Special Event Bylaw 05-076.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#) [Terms and Conditions](#)

Click **Terms and Conditions** to read all the terms and conditions for a Special Event. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, click **Close** on the bottom right of the pop-up.

Terms and Conditions - Special Event

- The applicant should submit a copy of this Permit to his or her Insurance Company to ensure that a proper Certificate of Insurance is produced.
- The applicant shall purchase and maintain third party liability insurance acceptable to the Affected Municipalities throughout the term of this Agreement. Unless otherwise specified, the terms of the insurance shall be from the date of commencement of set-up or assembly for the Special Event until the date of completion of all related activities on the road system. Such coverage shall protect the Affected Municipalities against all claims for all damages or injury including death to any person or persons and for damage to any property of any Affected Municipality or any other public or private property resulting from or arising out of any act or omission on the part of the applicant or any of his or her servants or agents. Coverage shall consist of a comprehensive policy of public liability and property damage insurance for the Special Event in the amount identified on Page 2 per occurrence. Such insurance shall name the Affected Municipalities as additional insureds thereunder. Such insurance shall be extended to include the following endorsements: Blanket Contractual Liability and Cross Liability with a Severability of Interests Clause. If applicable, host Liquor Liability Endorsement will be required for a Special Event that requires a Liquor License. Such insurance shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the Affected Municipalities.
- If applicable, the applicant shall purchase and maintain automobile third party liability insurance in the amount of \$2,000,000 which is to be acceptable to the Affected Municipalities through the term of the Agreement covering all owned, leased and non-owned automobiles used in connection with the activities governed by this Permit.
- This insurance coverage shall be primary insurance to the insurance carried by the Affected Municipalities. Any insurance or self-insurance maintained by the Affected Municipalities shall be excess of this insurance and shall not contribute with it.
- The Affected Municipalities reserve the right to modify the insurance requirements as deemed suitable.
- The applicant, his or her heirs, executors, administrators and assigns will indemnify and save harmless the Affected Municipalities from any and all claims, demands, suits, actions and judgments made, brought or recovered against the Affected Municipalities and from all loss, costs, damages, charges or expenses that may be incurred, sustained or paid by the Affected Municipalities by reason of the granting of the Special Event Permit. The indemnity provisions of this Agreement shall survive the termination of the Agreement.
- The applicant has read and understood the Region of Waterloo Special Event Permit By-law, which is available on the Region's website at www.region.waterloo.on.ca.
- The applicant may not solicit donations on regional roads.

[Click to Print](#) [Close](#)

When you are ready to do so, click **Apply**.

Special Event (CAD: \$45.00)
 A special event permit is required for anyone wanting to hold a parade/procession, ceremony, street dance/party, beer garden, solicitation of donations from a motor vehicle (toll road), sidewalk/street sale, festival/carnival, race/walk-a-thon, demonstration or any similar event that requires a lane or road closure or may interfere with the normal flow of traffic on a Regional Road, but does not include a wedding or funeral procession, picketing, or an activity for which the Region has granted a Filming Event Permit or a Work Permit.

To obtain approval for: Townships of North Dumfries, Wilmot or Wellesley, complete application form (below) and fax to 519-575-4453 or email to transportation@regionofwaterloo.ca.

To obtain approval for:

City of Cambridge contact via Email or Phone: 519-621-0740 x4324

City of Kitchener contact via Email or Phone: 519-741-2200 x7373

City of Waterloo contact via Email or Phone: 519-886-2310 x30270

Township of Woolwich contact via Email or Phone: 519-669-6041

For more specific details governing special events refer to Special Event Bylaw 05-076.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this permit should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400.

[Apply](#) [Terms and Conditions](#)

You will be brought to the Special Event Application page where you may review the terms and conditions again. Please note that the following custom fields are subject to change.



3.1.6.1 Applicant

Fill in the Applicant fields. See Section 3.1.1.1 for more details.

Applicant

These fields may be automatically populated from a logged-in user's account details

Organization's Name*
Transnomis Solutions

Organization Position/Title
Transnomis

First and Last Name*
Test User

Primary Phone Number* (416) 123-4567 **Extension**

Secondary Phone Number **Extension**

Email Address*
test@gmail.com

Address*
220 Duncan Mill Rd

City/Town*
North York

Province/State*
Ontario

Postal/Zip Code*
M3B 3J5

Fax

3.1.6.2 Sponsor Details

Fill in the Sponsor Details. All mandatory fields are marked with a red asterisk (*).

Sponsor Details

Same as above

Organization Name ⓘ

Organization Position/Title ⓘ

First and Last Name* ⓘ

Primary Phone Number* **Extension** ⓘ

Secondary Phone Number **Extension** ⓘ

Email Address* ⓘ

Address* ⓘ

City/Town* ⓘ

Province/State* ⓘ
Ontario

Postal/Zip Code* ⓘ

Fax ⓘ



If the information is the same as your Applicant information, you may tick off the “Same as above” checkbox. The section will collapse with this checkbox marked off.

Sponsor Details
<input checked="" type="checkbox"/> Same as above

3.1.6.3 Special Event Details

Fill in the Special Event Details. All mandatory fields are marked with a red asterisk (*).

Special Event Details

Special Instructions:
For special events with a single time period, please select the start/end date/time.

For special events with multiple time periods, for each time period, select the start/end date/time and click the "Add Time Period" button, including the final time period.

Start Date (yyyy-MM-dd)* End Date (yyyy-MM-dd)*

Start Time (12H)* End Time (12H)*

[Add Time Period](#)

Type of Event*

Organization Type*

Registration Number of Charity or Non-Profit

How many people will participate in the event?*

Primary Contact Name during Event*

Emergency Contact Number*

Activity Description*

City/Township*

Zone Required* Boulevard
 Full Road Closure
 Intermittent Road Closure
 Intersection Impact
 Lane Use
 Multiple Lane Closure
 Sidewalk
 Single Lane Closure
 Shoulder

Additional Comments



3.1.6.3.1 Start/End Dates and Start/End Times

See Section 3.1.1.3.1 for more details on Start/End Dates and Start/End Times.

3.1.6.3.2 Time Periods

If your special event has multiple time periods, input the start/end times and then click **Add Time Period**.

Special Event Details

Special Instructions:
For special events with a single time period, please select the start/end date/time.

For special events with multiple time periods, for each time period, select the start/end date/time and click the "Add Time Period" button, including the final time period.

Start Date (yyyy-MM-dd) * **End Date (yyyy-MM-dd) ***

Start Time (12H) * **End Time (12H) ***

A message indicating that the date period was added will appear along with a table listing all your entries. Make sure you include the final time period and that it appears in the table.

Date period added.

Entry Number	Start of Period	End of Period	
1	2020-10-20 02:47 PM	2020-10-21 05:47 PM	Remove

If you make a mistake in any of your time periods, click **Remove** beside your entry to remove it from the list.

Date period added.

Entry Number	Start of Period	End of Period	
3	2020-11-20 02:25 PM	2020-12-22 02:55 PM	<input type="button" value="Remove"/>
2	2020-10-20 02:25 PM	2020-10-22 05:47 PM	Remove


Removed date period.

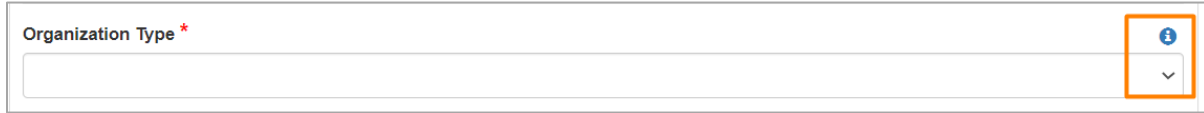
Entry Number	Start of Period	End of Period	
2	2020-10-20 02:25 PM	2020-10-22 05:47 PM	Remove

Please note that if you save a draft of/complete your application with only one Time Period entered, the table indicating the multiple Time Period entries will **not** appear in the subsequent versions of your application.



3.1.6.3.3 Mandatory Fields

Click the  icon beside the fields for more information.



Organization Type *

Fill in the application as accurately as possible.

3.1.6.3.4 Zone Required

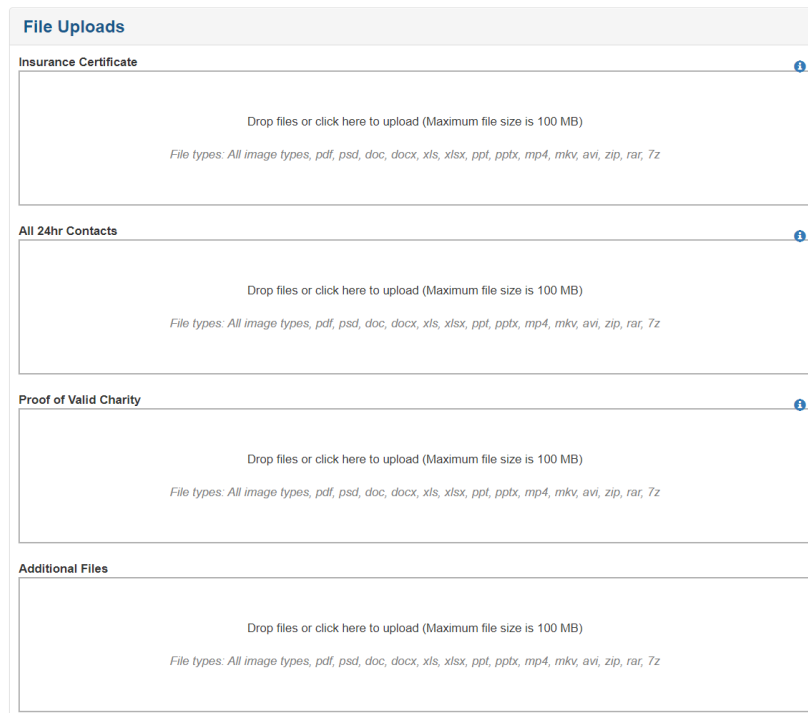
In selecting the zone(s) required for your Special Event, please ensure to check off ALL zones that apply. Click the checkboxes again to toggle the selection off if an option was selected by mistake.

3.1.6.4 Location


The location can be indicated either on the map or in the text area below the map. See Section 3.1.1.4 for more information.

3.1.6.5 File Uploads

If you would like to include any files to accompany your application, you may do so in this section. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.




File Uploads

Insurance Certificate 


Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

All 24hr Contacts 

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Proof of Valid Charity 

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z

Additional Files

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z



3.1.6.6 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. You will be brought to the View Special Event Application page where you may see the status of your application as well as all the information you inputted.

View Special Event Application


Your application has been submitted. Your application id will be emailed to your email address.

Application Pending

[Create Recurring Permit](#)

Special Event Details ↑

[Edit Application](#)



Location Lark St 47m North of Schweitzer St to Conestoga Parkway (Hwy 85) 8283m Southeast of Arthur St S(21)

Main Road Lark St
Schweitzer St
Bridge St E(52)
Lancaster St W(29)
Bridgeport Rd(9)
Riverbend Dr
Wellington St N
Wellington St N S to 85 S On
Conestoga Parkway (Hwy 85)

From Schweitzer St

To Wellington St N S to 85 S On

Time Period

Period Number	Start of Period	End of Period
1	2020-10-20 02:25 PM	2020-10-22 05:47 PM
2	2020-12-18 02:45 PM	2021-04-07 06:55 PM



Application ID	se201020-152ftz
Created At	2020-10-20 02:59 PM
Application Type	Special Event
Start Date	2020-10-20 02:25 PM
End Date	2021-04-07 06:55 PM

3.2 Application Pending

3.2.1 View and Download Files

If you uploaded any files during your application process, they may be found under the Files section in the View Application page.

Click  to view the file in your window. Click  to download the file.

Files			
Version	Files	Descriptions	Date
Submission	Waterloo-Region-HQ.jfif	 	2020-10-20 02:25 PM



3.2.2 Edit Application

While the application is pending, you may still make edits to your application if necessary. Click **Edit Application**.

View Filming Event Application

Application Pending

Create Recurring Permit

Filming Event Details ^

Edit Application

Last edited by Test User at 2020-10-01 16:52:06

Location	Cedar Grove Rd(1) 74m Southwest of Kressler Rd(16)
Main Road	Cedar Grove Rd(1)
From	Kressler Rd(16)
To	

You will be brought to a similar page as when you were creating your application.

Edit Filming Event Application

Applicant Details

These fields may be automatically populated from a logged-in user's account details Clear

Organization's Name*
Transnomis Solutions

Organization Position/Title
Transnomis

First and Last Name*
Test User

Primary Phone Number* Extension
(416) 123-4567

Secondary Phone Number Extension

Email Address*
testemail@gmail.com

Address*
220 Duncan Mill Rd

City/Town*
North York

Province/State*
Ontario

Postal/Zip Code*
M3B 3J5

Fax

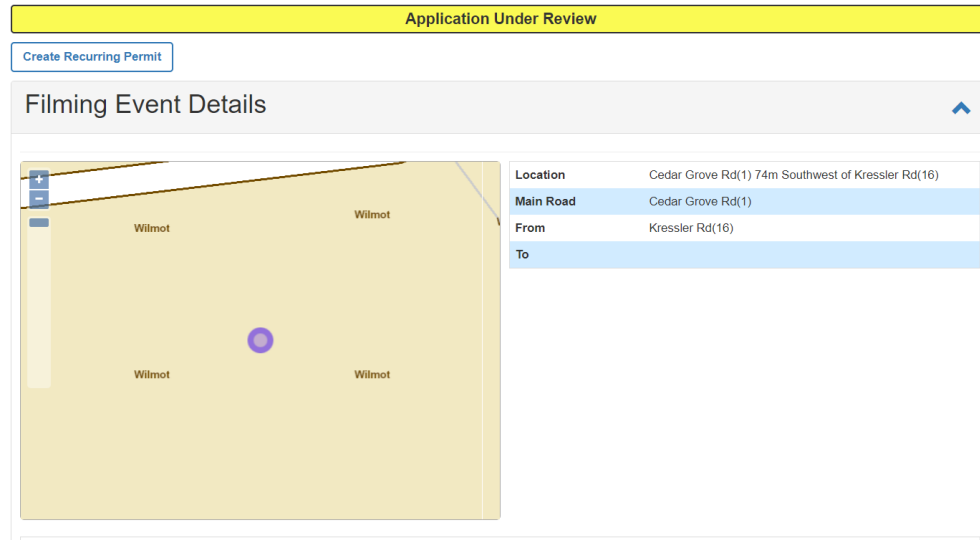
When you have completed making your changes, click **Submit** at the bottom of the page to submit your edits.





Please note that once a staff member from the Region of Waterloo opens your application, you will no longer be able to make any edits. The status will update to “Application Under Review” and **Edit Application** will no longer be available.

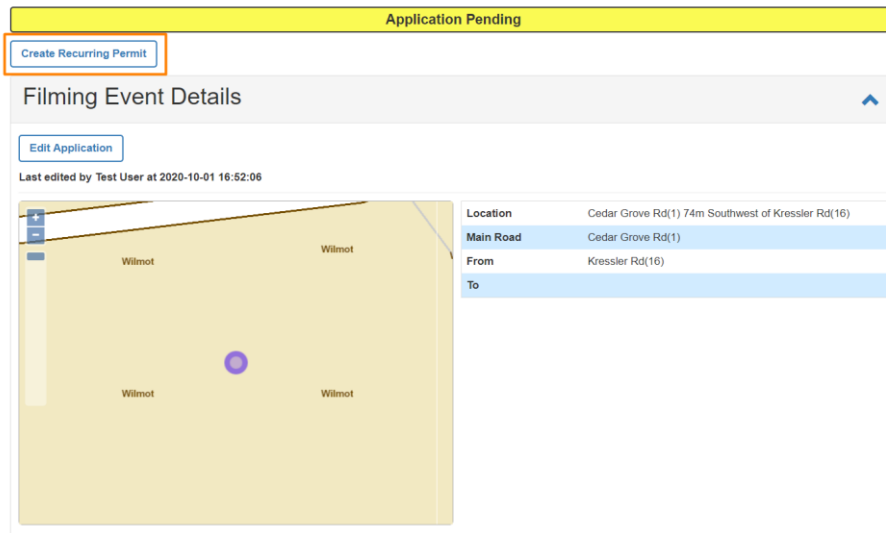
View Filming Event Application



3.2.3 Create Recurring Permit

If you would like to use the same information from this pending application in another application, you may click **Create Recurring Permit** found on the top left corner of the page. This will create a brand-new application of the same type, but with all the information from the previous application auto-filled into all the fields. Please note that this new application will have its own Application ID and is not associated with the one already pending.

View Filming Event Application



This may also be done after the application is approved.



3.3 Application Pending Payment

If your application requires a payment, the status of your application will change to “Application Pending Payment” with the Payment tab now available on your View Application page. See Section 2.2.2 for more information on the Payment columns.

Click **Pay Now** to complete your payment. Please note that no refunds are available once the payment is processed.

View Filming Event Application

Application Pending Payment

[Create Recurring Permit](#)

Payment ↑

Unit Fee (CAD)	Quantity	Total Fee (CAD)	Sales Tax	Amount
\$45.00	1	\$45.00	\$10.00	\$55.00

[Pay Now](#)
No Refunds

Filming Event Details ↑

Location Cedar Grove Rd(1) 74m Southwest of Kressler Rd(16)

Main Road Cedar Grove Rd(1)

From Kressler Rd(16)

To

You will be redirected to the Permit Payment page where you may review your order. Insert your credit card information (Mastercard, VISA, or American Express) and click **Pay With Your Credit Card** to complete the transaction.



Region of Waterloo

Review Your Order

Quantity	Item	Unit	Price
1	Filming Event - fe201001-os5ig9	CAD 45.00	CAD 45.00
		Tax	CAD 10.00
		Total	CAD 55.00

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

[Pay With Your Credit Card](#)

Your private information is secured using TLS 1.2 (Transport Layer Security). All information is encrypted between your web browser and E-xact Transactions (Canada) Ltd.



If the transaction is approved, a message will appear in green on the top left of the screen and your receipt will be provided to you.

Transaction has been approved

Here is your receipt:

```

===== TRANSACTION RECORD =====
Transnomis DEM00232
Suite 202, 30 Kern Rd
North York, ON M3B 1T1
Canada

TYPE: Purchase

ACCT: Mastercard $ 220.00 CAD

CARD NUMBER : #####0004
DATE/TIME   : 06 Oct 20 15:43:57
REFERENCE # : 001 000295 M
AUTHOR. #   : E129475
TRANS. REF. : wp201005-441dvr

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card
issuer pursuant to cardholder agreement.
=====

```

[Go Back to Application Details](#) [Print This Page](#)

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Click **Print This Page** to activate the browser's print function for a record of this receipt.

The screenshot shows the application interface with the receipt content from the previous image. A print dialog box is open on the right side of the screen. The dialog box has the following settings:

- Print: 1 page
- Destination: Save as PDF
- Pages: All
- Layout: Portrait
- More settings: (expanded)

At the bottom of the print dialog, there are 'Save' and 'Cancel' buttons. The 'Print This Page' button in the application is highlighted with an orange box.



Click **Go Back to Application Details** to return to the View Application page.

Transaction has been approved

Here is your receipt:

```

***** TRANSACTION RECORD *****
Transnomis DEM00232
Suite 202, 30 Kern Rd
North York, ON M3B 1T1
Canada

TYPE: Purchase
ACCT: Mastercard $ 220.00 CAD

CARD NUMBER : #####0004
DATE/TIME : 06 Oct 20 15:43:57
REFERENCE # : 001 000295 M
AUTHOR. # : ET120475
TRANS. REF. : wp201005-441dvr

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card
issuer pursuant to cardholder agreement.
*****

```

[Go Back to Application Details](#)

[Print This Page](#)

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When you return to the View Application page, your application status will be changed to a green “Application Approved”

View Filming Event Application

Application Approved


[Create Recurring Permit](#)
[Get Permit Certificate](#)

Payment

Unit Fee (CAD)	Quantity	Total Fee (CAD)	Sales Tax	Amount
\$45.00	1	\$45.00	\$10.00	\$55.00

[View Receipt](#)

Filming Event Details



Location	Cedar Grove Rd(1) 74m Southwest of Kressler Rd(16)
Main Road	Cedar Grove Rd(1)
From	Kressler Rd(16)
To	



3.4 Application Awaiting Applicant Revision

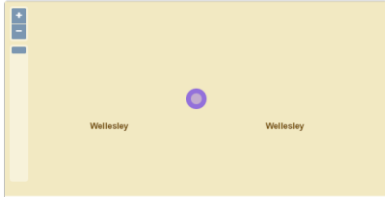
If your status requires more information or is lacking information, you will be sent a notification from Waterloo Staff indicating details on what needs to be updated. The status of your application will change to “Application Awaiting Applicant Revision”.

View Municipal Consent Application

Application Awaiting Applicant Revision

Municipal Consent Details

[Edit Application](#)



Location	Lobsinger Line(15) 879m East of Moser-Young Rd(6)
Main Road	Lobsinger Line(15)
From	Moser-Young Rd(6)
To	

Application ID	mc201020-cczkou
Created At	2020-10-20 02:25 PM
Application Type	Municipal Consent
City/Township	Township of North Dumfries
Application Details	Details
Primary Contact	Owner
Additional Comments	
Applicant Municipal Consent Reference Number	123456
Stakeholder Company	Bell
As Built	No File Given

To make the necessary changes, click **Edit Application**. See Section 3.2.2 for more information.

3.4.1 Files (Municipal Consent Only)

When files are needed/uploaded for a Municipal Consent permit (see Section 3.1.2), you may see different text under the “Version” heading.

Version	Files	Descriptions	Date
RedLine 2	Waterloo-Region-HQ.jfif logo-light (1).png		2020-10-15 02:34 PM
Revision 1	Waterloo-Region-HQ.jfif		2020-10-15 02:11 PM
RedLine 1	region-of-waterloo-logo-3A4ED8CB95-seeklogo.com.png image (33).png		2020-10-15 01:55 PM
Submission	region-of-waterloo-logo-3A4ED8CB95-seeklogo.com.png		2020-10-15 01:53 PM

- + **Submission:** These files are the original files submitted by the user for the application.
- + **RedLine:** These files are added by the staff member after their review.
- + **Revision:** These files are added by the user during the Application Revision stage.

Applicants must submit a new drawing if revisions are required.



3.5 Application Approved

3.5.1 Permit Certificate

When your application is approved, you will now have access to your permit certificate. To get your certificate, click **Get Permit Certificate** at the top left of the page under the “Approved” message.

View Filming Event Application

Application Approved

[Create Recurring Permit](#)
[Get Permit Certificate](#)

Payment

Unit Fee (CAD)	Quantity	Total Fee (CAD)	Sales Tax	Amount
\$45.00	1	\$45.00	\$10.00	\$55.00

[View Receipt](#)

Filming Event Details

Location Cedar Grove Rd(1) 74m Southwest of Kressler Rd(16)

Main Road Cedar Grove Rd(1)

From Kressler Rd(16)

To

The page will redirect you to your permit which you can now save or print as a PDF file.

Permit # fe201001-os5ig9

Filming Event Permit

Applicant Information

Owner/Company/Organization
 Company: Transnomis Solutions
 Contact: Test User Position/Title: Transnomis
 Address: 220 Duncan Mill Rd City: North York, Ontario Postal Code: M3B 3J5
 Phone: Mobile: ext. Fax:
 Email: Filming Event Supervisor:

Contractor/Agents/Applicant
 Company: Transnomis Solutions Contact/Title: Test User
 Address: 220 Duncan Mill Rd City: North York, Ontario Postal Code: M3B 3J5
 Phone: Mobile: Fax:
 Email:

Permit Information

Occupancy Type: Organization Type: For Profit
 Registration #:
 Will event include: Alcohol? Yes
 Solicitation? Yes
 Dates: From: 2020-10-01 To: 2020-10-02
 Times: From: 16:17 To: 16:27
 Primary Emergency Contact: Test 2 Contact #: (647) 123-4567

Location/Activity Information

Activity Description: CHECK
 City/Township: City of Cambridge Regional Road: Cedar Grove Rd(1)
 Between: Kressler Rd(16) And:
 Location Detail: Cedar Grove Rd(1) 74m Southwest of Kressler Rd(16)

Traffic Management

Zone Required: Boulevard
 Full Road Closure
 Intermittent Road Closure



3.5.2 View Receipt

If a payment was made for this application, under the Payment tab of the page, you may click **View Receipt** to see a copy of your receipt.

View Filming Event Application

Application Approved

[Create Recurring Permit](#) [Get Permit Certificate](#)

Payment ^

Unit Fee (CAD)	Quantity	Total Fee (CAD)	Sales Tax	Amount	View Receipt
\$45.00	1	\$45.00	\$10.00	\$55.00	

You will be redirected to the Transaction Approved page where you may print and/or save your receipt as a PDF. See Section 3.3 for more details.

3.5.3 Request/Assessment Files

Once your application is approved, files that you have requested will appear under the Office Use Only section. You may then view and/or download your files. See Section 4 and Section 5 for more information on Requests.

View Historical Signal Timing (Legal Request) Application

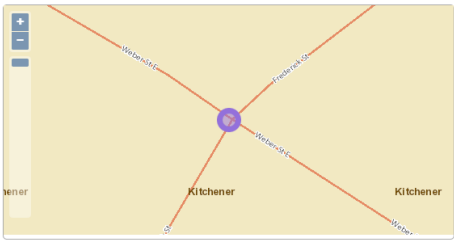
Application Approved

[Create Recurring Permit](#)

Payment ^

Unit Fee (CAD)	Quantity	Total Fee (CAD)	Sales Tax	Amount	Approved without payment
\$444.00	1	\$444.00	\$57.72	\$501.72	

Historical Signal Timing (Legal Request) Details ^



Intersection	Weber St E(8) at Frederick St(6)
Main Road	Weber St E(8)
Cross Road	Frederick St(6)

Application ID	lr201007-71d1a6
Created At	2020-10-07 01:14 PM
Application Type	Historical Signal Timing (Legal Request)
Start Date	2020-10-22 01:14 PM
End Date	2020-10-22 08:08 PM
Intended use for the information requested	Intended Use
Request Details	Request Details

Office Use Only

Request Files	Region of Waterloo.pdf 📄 📄
---------------	--



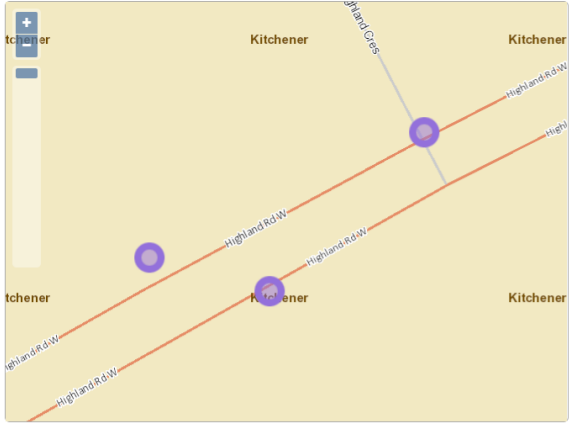
3.6 Application Rejected

If your application did not fulfill the requirements as needed, your application will be “Rejected”. Staff may also revoke an approved application, at which point your application status will update to “Revoked”.

View Municipal Consent Application

Application Rejected

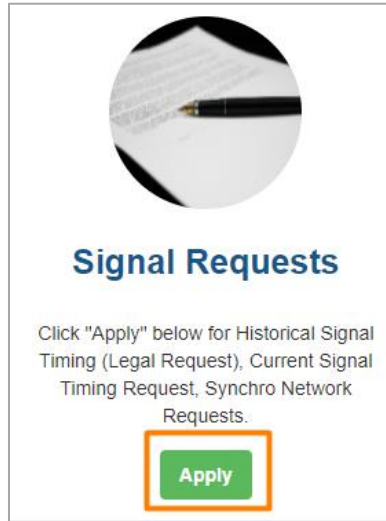
Municipal Consent Details ^



Main Roads	From/At	To	Description
Highland Rd W(6)	Fischer-Hallman Rd(58)		Highland Rd W(6) 122m Northeast of Fischer-Hallman Rd(58)
Highland Cres	Wycliffe Pl		Highland Cres 251m Southwest of Wycliffe Pl
Highland Rd W(6)	Fischer-Hallman Rd(58)		Highland Rd W(6) 141m Northeast of Fischer-Hallman Rd(58)

4 Signal Requests

On the Second Home Page, click on **Apply** under the Signal Requests category to apply for a Signal Request.



4.1 Current Signal Timing Request

Read all of the information for the Current Signal Timing Request carefully.

Current Signal Timing Request (CAD: \$110.00 + HST /per intersection)

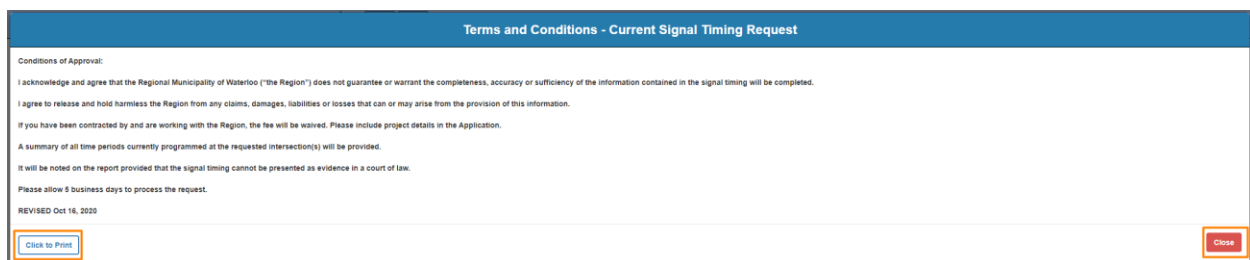
Current traffic signal timings are timings that represent the current traffic signal timing and display sequence in operation at the signalized intersection.

Signal timing information provided are not a legal document and cannot be presented as evidence in a court of law.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this request should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400 or transportation@regionofwaterloo.ca.



Click **Terms and Conditions** to read all the terms and conditions for a Current Signal Timing Request. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, click **Close** on the bottom right of the pop-up.





When you are ready to do so, click **Apply**.

Current Signal Timing Request (CAD: \$110.00 + HST /per intersection)

Current traffic signal timings are timings that represent the current traffic signal timing and display sequence in operation at the signalized intersection.

Signal timing information provided are not a legal document and cannot be presented as evidence in a court of law.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this request should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400 or transportation@regionofwaterloo.ca.

You will be brought to the Current Signal Timing Request Application page where you may review the terms and conditions again. Please note that the following custom fields are subject to change.

4.1.1.1 Requester

Fill in the Requester fields. See Section 3.1.1.1 for more details.

Requester

These fields may be automatically populated from a logged-in user's account details

Organization's Name*
Transnomis Solutions

Organization Position/Title
Transnomis

First and Last Name*
Test User

Primary Phone Number* (416) 123-4567 **Extension**

Secondary Phone Number **Extension**

Email Address*
test@gmail.com

Address*
220 Duncan Mill Rd

City/Town*
North York

Province/State*
Ontario

Postal/Zip Code*
M3B 3J5

Fax

4.1.1.2 Current Signal Timing Request Details

Fill in the Current Signal Timing Request Details. All mandatory fields are marked with a red asterisk (*).

Current Signal Timing Request Details

Request Details*



4.1.1.3 Location

The location can be indicated either on the map or in the text area below the map. Please note that only intersections are available for Current Signal Timing Requests; road segments will not apply. See Section 3.1.1.4 for more information.

Location

Please use either the map or the text area:

Map:

- Right click or long press on the map to add a marker
- Markers may be moved by dragging them

Text Area:

- Please note that cardinal directions (N, E, S, W) in the road names are not included in the following formats.
- Enter intersections in the format: King St. and Bridgeport Rd.

Enter Location(s)

Main Roads	Cross Road	Description	Delete
Winchester Dr	Fischer-Hallman Rd N(58)	Winchester Dr at Fischer-Hallman Rd N(58)	

4.1.1.4 File Uploads

If you would like to include any files to accompany your application, you may do so in this section. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.

File Uploads

Additional Files

Drop files or click here to upload (Maximum file size is 100 MB)

File types: All image types, pdf, psd, doc, docx, xls,xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z



4.1.1.5 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. Make sure to tick off the box indicating that you have read, understood, and agree with the Terms and Conditions. Click **Terms and Conditions** if you need a reminder.

I have read, understood, and agree to the Terms and Conditions *

You will be brought to the View Current Signal Timing Request Application page where you may see the status of your application as well as all the information you inputted.

View Current Signal Timing Request Application

Application Pending

[Create Recurring Permit](#)

Current Signal Timing Request Details ^

[Edit Application](#)

Last edited by Test User at 2020-10-13 12:49:54 PM

Application ID	st201007-z2cv6p
Created At	2020-10-07 02:11 PM
Application Type	Current Signal Timing Request
Request Details	Request Details

Office Use Only

Request Files
(Content will show after approved)

Requester ^

Applicant	Test User
Address	220 Duncan Mill Rd
City/Town	North York
Province/State	Ontario
Postal/Zip Code	M3B 3J5
Organization Name	Transnomis Solutions
Organization Position/Title	Transnomis
Email	test@gmail.com
Primary Phone Number	(123) 456-7890
Secondary Phone Number	
Fax	

Request Files are available under the Office Use Only section. If the application is approved, the files you requested will appear here.

Office Use Only

Request Files
(Content will show after approved)

See Section 3.2, 3.3, and 3.5 for more details on the statuses of your Application.



4.2 Historical Signal Timing (Legal Requests)

Read all of the information for the Historical Signal Timing (Legal Request) carefully.

Historical Signal Timing (Legal Request) (CAD: \$444.00 + HST /per intersection)
 Historical traffic signal timings confirms the signal timing that was in effect at a signalized intersection on a specific date/time period within the past seven (7) years.

Since historical signal timings can be presented in a court of law, the Region undertakes a thorough examination of traffic control system logs, signal timing logs and maintenance records before the data is provided.

A non-refundable payment is required with the application and will be processed prior to any investigation by the Region.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this request should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400 or transportation@regionofwaterloo.ca.

[Apply](#) [Terms and Conditions](#)

Click **Terms and Conditions** to read all the terms and conditions for a Historical Signal Timing (Legal Request). To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, click **Close** on the bottom right of the pop-up.

Terms and Conditions - Historical Signal Timing (Legal Request)

Conditions of Approval:

I agree to release and hold harmless the Region from any claims, damages, liabilities or losses that can or may arise from the provision of this information.

All historical signal timings information and signal operating status are provided to the best of our knowledge. The Region will examine traffic system logs, signal timing log and maintenance records and will document the result of the investigation.

The Region maintains a seven (7) year retention period for signal operation logs. If the requested information is outside the seven (7) retention period, your application will be rejected and the request for payment will be cancelled.

Please allow 6 - 10 business days to process the request.

REVISED Oct 16, 2020

[Click to Print](#) [Close](#)

When you are ready to do so, click **Apply**.

Historical Signal Timing (Legal Request) (CAD: \$444.00 + HST /per intersection)
 Historical traffic signal timings confirms the signal timing that was in effect at a signalized intersection on a specific date/time period within the past seven (7) years.

Since historical signal timings can be presented in a court of law, the Region undertakes a thorough examination of traffic control system logs, signal timing logs and maintenance records before the data is provided.

A non-refundable payment is required with the application and will be processed prior to any investigation by the Region.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this request should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400 or transportation@regionofwaterloo.ca.

[Apply](#) [Terms and Conditions](#)

You will be brought to the Historical Signal Timing (Legal Request) Application page where you may review the terms and conditions again. Please note that the following custom fields are subject to change.

4.2.1.1 Requester

Fill in the Requester fields. See Section 3.1.1.1 for more details.



Requester

These fields may be automatically populated from a logged-in user's account details Clear

Organization's Name*

Organization Position/Title

First and Last Name*

Primary Phone Number* **Extension**

Secondary Phone Number **Extension**

Email Address*

Address*

City/Town*

Province/State*

Postal/Zip Code*

Fax

4.2.1.2 Historical Signal Timing (Legal Request) Details

Fill in the Historical Signal Timing (Legal Request) Details. All mandatory fields are marked with a red asterisk (*).

Historical Signal Timing (Legal Request) Details

Special Instructions:
Date and time of occurrence, or the applicable time frame in the past

Date*

Start Time (12H)* **End Time (12H)***

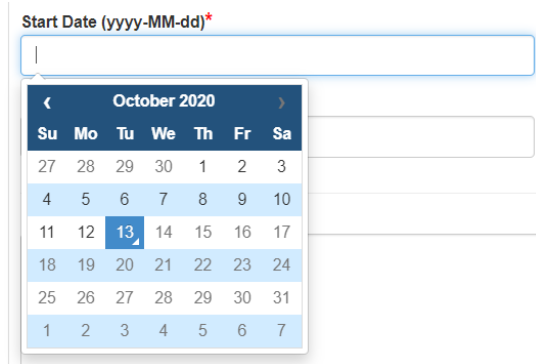
Intended use for the information requested*

Request Details*



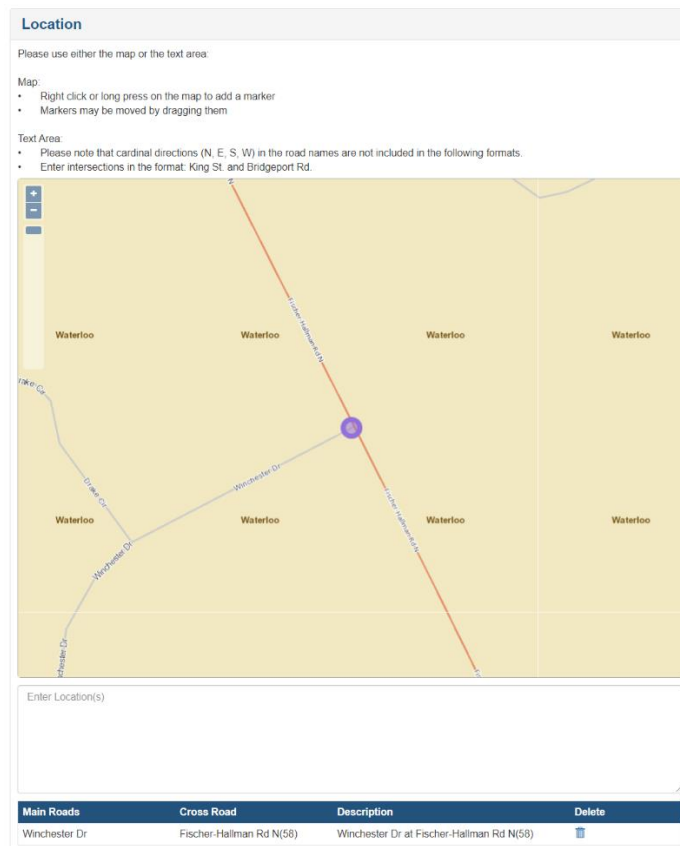
4.2.1.2.1 Start Date and Start/End Times

You may only apply for Historical Signal Timing (Legal Requests) dated in the past. The Start Date calendar will not allow you to select a date past the current date. The unavailable dates will be greyed out. See Section 3.1.1.3.1 for more details on Start/End Dates and Start/End Times.



4.2.1.3 Location

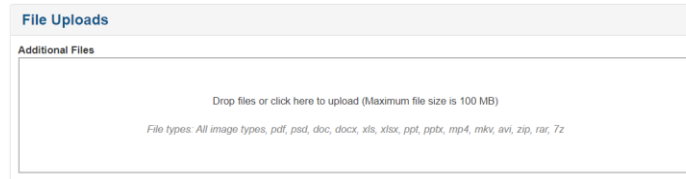
The location can be indicated either on the map or in the text area below the map. Please note that only intersections are available for Historical Signal Timing (Legal Requests); road segments will not apply. See Section 3.1.1.4 for more information.





4.2.1.4 File Uploads

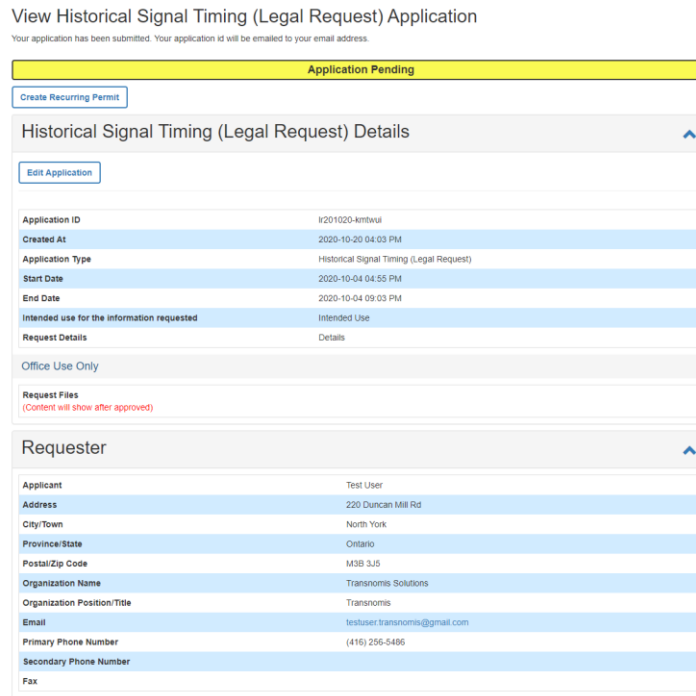
If you would like to include any files to accompany your application, you may do so in this section. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.



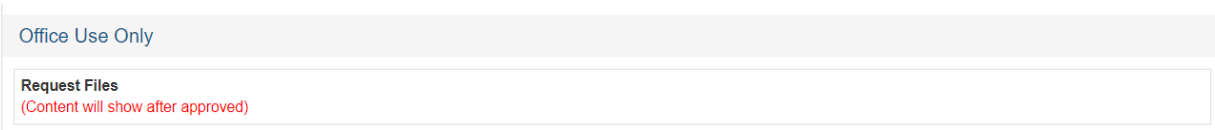
4.2.1.5 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. You will be brought to the View Historical Signal Timing (Legal Request) Application page where you may see the status of your application as well as all the information you inputted.



Request Files are available under the Office Use Only section. If the application is approved, the files you requested will appear here.



See Section 3.2, 3.3, and 3.5 for more details on the statuses of your Application.



4.3 Synchro Network Requests

Read all of the information for the Synchro Network Requests carefully.

Synchro Network Requests (CAD: \$22.00 + HST /per intersection per time period)

The Region maintains a Synchro Network (version 10) of approximately 500 signalized intersections in the region. The Region will only provide existing files and will not modify or create Synchro files based on requests received.

The fee is per intersection per time period.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this request should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400 or transportation@regionofwaterloo.ca.

Click **Terms and Conditions** to read all the terms and conditions for a Synchro Network Request. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, click **Close** on the bottom right of the pop-up.

Terms and Conditions - Synchro Network Requests

Conditions of Approval:

I acknowledge and agree that the Regional Municipality of Waterloo ("the Region") does not guarantee or warrant the completeness, accuracy or sufficiency of the information contained in the synchro network provided.

I agree to release and hold harmless the Region from any claims, damages, liabilities or losses that can or may arise from the provision of this information.

If you have been contracted by and are working with the Region the fee will be waived. Please include project details in the Application.

Synchro Networks are updated every 5 years for most intersections. The Region will only provide existing files and will not modify or create Synchro files based on requests received.

Most Synchro networks have been created in Synchro 10 format, however the Region is currently in the process of upgrading to the Synchro 11 format. The Synchro network files will be provided in the most current version of the software the Region has available. Confirmation will be sent to the applicant before the application is approved.

If Synchro network information is unavailable, your request will be rejected and the request for payment will be cancelled.

Please allow 5 business days to process the request

REVISED Oct 16, 2020

When you are ready to do so, click **Apply**.

Synchro Network Requests (CAD: \$22.00 + HST /per intersection per time period)

The Region maintains a Synchro Network (version 10) of approximately 500 signalized intersections in the region. The Region will only provide existing files and will not modify or create Synchro files based on requests received.

The fee is per intersection per time period.

Collection Notice: Personal information requested on this form is collected under the authority of the "Municipal Act" and will be used to assist Regional Staff in making a decision on this request should be forwarded to Transportation, 150 Frederick Street, 7th Floor, Kitchener, ON N2G 4J3, 519-575-4400 or transportation@regionofwaterloo.ca.

You will be brought to the Synchro Network Requests Application page where you may review the terms and conditions again. Please note that the following custom fields are subject to change.

4.3.1.1 Requester

Fill in the Requester fields. See Section 3.1.1.1 for more details.



Requester

These fields may be automatically populated from a logged-in user's account details Clear

Organization's Name*
Transnomis Solutions

Organization Position/Title
Transnomis

First and Last Name*
Test User

Primary Phone Number* (416) 123-4567 **Extension**

Secondary Phone Number **Extension**

Email Address*
test@gmail.com

Address*
220 Duncan Mill Rd

City/Town*
North York

Province/State*
Ontario

Postal/Zip Code*
M3B 3J5

Fax

4.3.1.2 Synchro Network Requests Details

Fill in the Synchro Network Requests Details. All mandatory fields are marked with a red asterisk (*).

Synchro Network Requests Details

Request Details*

Timing Period (Weekdays only)*

Morning Peak

Noon

Afternoon Peak

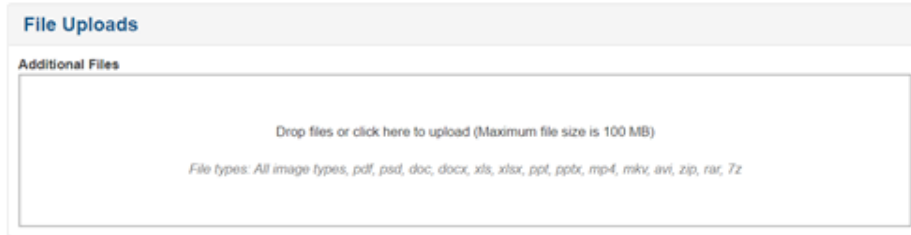
Check off the Timing Period(s) you would like to request.

4.3.1.3 Location

The location can be indicated either on the map or in the text area below the map. See Section 3.1.1.4 for more information.

4.3.1.4 File Uploads

If you would like to include any files to accompany your application, you may do so in this section. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.



4.3.1.5 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. You will be brought to the View Synchro Network Requests Application page where you may see the status of your application as well as all the information you inputted.

View Synchro Network Requests Application

Your application has been submitted. Your application id will be emailed to your email address.

Application Pending

[Create Recurring Permit](#)

Synchro Network Requests Details

[Edit Application](#)

Application ID	sn201020-0vyswk
Created At	2020-10-20 04:15 PM
Application Type	Synchro Network Requests
Request Details	Details
Timing Period (Weekdays only)	Morning Peak

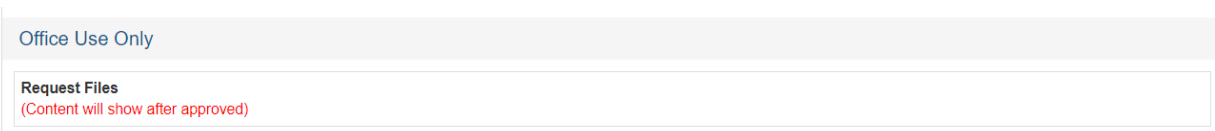
Office Use Only

Request Files
(Content will show after approved)

Requester

Applicant	Test User
Address	220 Duncan Mill Rd
City/Town	North York
Province/State	Ontario
Postal/Zip Code	M3B 3J5
Organization Name	Transnomis Solutions
Organization Position/Title	Transnomis
Email	testuser.transnomis@gmail.com
Primary Phone Number	(416) 256-5486
Secondary Phone Number	
Fax	

Request Files are available under the Office Use Only section. If the application is approved, the files you requested will appear here.

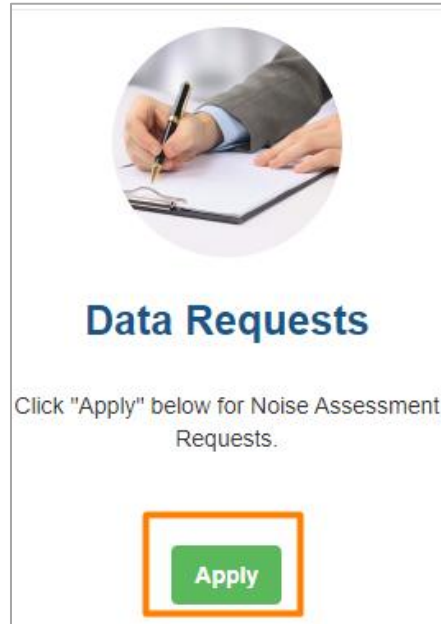


See Section 3.2, 3.3, and 3.5 for more details on the statuses of your Application.



5 Data Requests

On the Second Home Page, click on **Apply** under the Data Requests category to apply for a Data Request.



5.1 Noise Assessment Requests

Read all of the information in the Noise Assessment Requests carefully.

Noise Assessment Requests (CAD: \$250.00)
 Traffic forecasts will provide estimates of current and 10-year forecast Annual Average Daily Traffic (AADT), medium and heavy truck percentages of total traffic, day/night ratios and posted speed.
 Traffic forecasts will be provided within 15 business days of the date of the request, but will be withheld, if necessary, until payment has been received.

[Apply](#) [Terms and Conditions](#)

Click **Terms and Conditions** to read all the terms and conditions for a Noise Assessment Request. To print the terms and conditions for your convenience, use **Click to Print** on the bottom left of the pop-up. When you have completed reading the terms and conditions carefully, click **Close** on the bottom right of the pop-up.

Terms and Conditions - Noise Assessment Requests

I acknowledge and agree that the Regional Municipality of Waterloo ("the Region") does not guarantee or warrant the completeness, accuracy or sufficiency of the information contained in the traffic forecast that will be completed.

I agree to release and hold harmless the Region from any claims, damages, liabilities or losses that can or may arise from the provision of this information.

[Click to Print](#) [Close](#)



When you are ready to do so, click **Apply**.

Noise Assessment Requests (CAD: \$250.00)
 Traffic forecasts will provide estimates of current and 10-year forecast Annual Average Daily Traffic (AADT), medium and heavy truck percentages of total traffic, day/night ratios and posted speed.
 Traffic forecasts will be provided within 15 business days of the date of the request, but will be withheld, if necessary, until payment has been received.

[Apply](#) [Terms and Conditions](#)

You will be brought to the Noise Assessment Requests Application page where you may review the terms and conditions again. Please note that the following custom fields are subject to change.

5.1.1.1 Requester

Fill in the Requester fields. See Section 3.1.1.1 for more details.

Requestor

These fields may be automatically populated from a logged-in user's account details [Clear](#)

Organization's Name*

Organization Position/Title

First and Last Name*

Primary Phone Number* **Extension**

Secondary Phone Number **Extension**

Email Address*

Address*

City/Town*

Province/State*

Postal/Zip Code*

Fax

5.1.1.2 Noise Assessment Requests Details

Fill in the Noise Assessment Requests Details. All mandatory fields are marked with a red asterisk (*).

Noise Assessment Requests Details


City/Township*

PIN/Roll Number [?](#)

Development Application File No



5.1.1.2.1 Mandatory Fields

Click the  icon beside the fields for more information.



A screenshot of a web form field labeled "City/Township" with a red asterisk indicating it is mandatory. To the right of the text input area is a small blue information icon (an 'i' inside a circle) and a dropdown arrow. This icon and arrow are enclosed in an orange rectangular box.

Fill in the application as accurately as possible.

5.1.1.3 Location

The location can be indicated either on the map or in the text area below the map. See Section 3.1.1.4 for more information.

5.1.1.4 File Uploads

If you would like to include any files to accompany your application, you may do so in this section. Drag and drop your files from your files folder, or click on the box to upload your documents. Please note the different accepted file types and the maximum file size.



A screenshot of a "File Uploads" section. It has a title "File Uploads" in blue. Below it is a sub-section "Additional Files" with a large rectangular drop zone. Inside the drop zone, the text reads: "Drop files or click here to upload (Maximum file size is 100 MB)". Below that, in smaller text, it lists "File types: All image types, pdf, psd, doc, docx, xls, xlsx, ppt, pptx, mp4, mkv, avi, zip, rar, 7z".

5.1.1.5 Saving and/or Completing the Application

See Section 3.1.1.6 for more information on saving and/or completing your application.

When you are ready, click **Submit** to complete your application. You will be brought to the View Noise Assessment Requests Application page where you may see the status of your application as well as all the information you inputted.



View Noise Assessment Requests Application

Your application has been submitted. Your application id will be emailed to your email address.

Application Pending

[Create Recurring Permit](#)

Noise Assessment Requests Details ^

[Edit Application](#)

Application ID	na201020-qt2bv
Created At	2020-10-20 04:27 PM
Application Type	Noise Assessment Requests
City/Township	City of Waterloo
PIN/Roll Number	
Development Application File No	

Office Use Only

Assessment Files
(Content will show after approved)

Requestor ^

Applicant	Test User
Address	220 Duncan Mill Rd
City/Town	North York
Province/State	Ontario
Postal/Zip Code	M3B 3J5
Organization Name	Transnomis Solutions
Organization Position/Title	Transnomis
Email	testuser.transnomis@gmail.com
Primary Phone Number	(416) 256-5486
Secondary Phone Number	
Fax	

Assessment Files are available under the Office Use Only section. If the application is approved, the files you requested will appear here.

Office Use Only

Assessment Files
(Content will show after approved)

See Section 3.2, 3.3, and 3.5 for more details on the statuses of your Application.