

Appendix M
Guidelines for Completing the “APPLICATION FOR INSTALLATION OF SERVICES WITHIN THE CITY OF TORONTO ROAD ALLOWANCE”

APPLICATION STREAM	Check the appropriate box as determined by MCA. (Mandatory)
PERMIT OFFICE	Check the appropriate box. (Mandatory)
CODE	The Applicant/Company’s pre-assigned 3 character code. (Mandatory)
CONTACT NAME	The name of the person responsible for the work or project covered by the application. (Mandatory)
PHONE #	The telephone number of the Contact Name. (Mandatory)
EXTENSION	The extension number for the telephone of the Contact Name (if applicable). (Optional)
FAX #	The facsimile number of the Contact Name. (Optional)
EMAIL	The email address of the Contact Name. (Optional)
APPLICANT/COMPANY’S REFERENCE #	A reference number to assist the applicant in the dispersal of permit related information. Reference number will appear on billings issued by the Transportation Services Division in relation to this permit. (Optional)
CUT LOCATION	Check the appropriate box(es) where cuts have been or will be made. Note: If the cut occurs across the entire roadway, check both road boxes. (Mandatory)

ADDRESS/LOCATION (attach list if required)	Building address, opposite building address, abc street flankage of building address. The full street name of the road in which the work is to be undertaken. Note: include avenue, street, east, west designation, etc. Note: Correct Spelling is imperative.
OR if no municipal address	(but multiple locations on same street or long trench/directional bore on same street)
STREET	List street and side of street on which work occurs
FROM	List building address or measurement from nearest intersecting street
TO	List building address or measurement from nearest intersecting street. (Mandatory, if ADDRESS/LOCATION cannot be provided)
OR Distance and Direction from nearest side street (if no address)	Use for a single location
Type of Installation	The nature and/or reason for the proposed work. (Mandatory)
Proposed Construction Date	From and To dates to be completed. (Mandatory)
Diagram	Details shown on diagram must correspond with other provided information. Main street and at least one cross street must be given. Mark north point. (Mandatory)
ADDITIONAL INFORMATION	Any additional information related to this application. (Optional)
APPLICANT SIGNATURE & DATE	Signed by an Authorized Representative and dated. (Mandatory)