



CITY OF
Lethbridge

UTILITY LOCATION ASSIGNMENT GUIDELINES & PERMIT APPLICATION REQUIREMENTS

Introduction

A Utility Location Assignment (ULA) Permit (Permit) is required prior to the application of an Excavation Permit for the proposed installation or realignment of new infrastructure within any part of a City of Lethbridge (City) owned Right of Way, Utility Right of Way (Easement), or Public Utility Lot (herein referred to as the ROW).

The intent is to ensure all stakeholders (primarily representing entities who own infrastructure within the ROW) are able to comment on proposals of new infrastructure installations in order to avoid conflicts, while maximizing the ROW space. This allows the City and stakeholders to meet the future needs of existing and new utilities within the ROW.

Permits are issued to the utility owner (or Permit applicant on behalf of the utility owner), allowing the installation of infrastructure based on the drawing(s) provided for the purpose of utility installations (water lines, hydrants, valves, sanitary lines, storm lines, communication lines, fibre lines, gas lines, electric lines, posts/bollards, overhead lines, pedestals, transformers, electric poles, underground environmental wells, overdrigs, etc.) with standard safety & operational requirements listed below.

Purpose

This guideline will outline the Permit process and identify standard safety and operational requirements, as well as provide general conditions, clarity, and direction to individuals who would like to understand this process from the perspective of the Permit applicant (Applicant), a business, or a citizen.

These Permits support the City in monitoring and coordinating activities within the ROW in order to:

- Allow utility installations to take place in a safe and timely manner.
- Prevent conflicts between utility owners and other activities.
- Protect and maintain public infrastructure.
- Minimize disruption to businesses, residents and road users (i.e. motorists, cyclists and pedestrians).
- Maintain safety for all users.

The City is aware of the demand that exists for the use of the City's ROW, a limited resource. With numerous interests competing for both short and long-term use of the ROW's, it is crucially important that a balance exists where its intended use, present and future, is protected. In achieving this balance, the City strives to provide streets that safeguard the public, and help fulfill the City's mission, values and objectives. The City assumes the responsibility for managing the use of the ROW's, ensuring equitable

treatment for all utility providers, while simultaneously ensuring strict compliance to and enforcement of all City bylaws, including but not limited to the Streets Bylaw.

The City and all utility providers must work together to protect all existing and proposed equipment and plan any work in such a way to enable future installations and works. Given the City's ever-changing physical and social environment, it is expected that these guidelines will evolve over time. It is the responsibility of those employing the use of this document, to ensure they have the most current and up-to-date version.

Application Process

Permit applications shall be made to the City of Lethbridge Infrastructure Services Department by emailing rowapplications@lethbridge.ca or by calling 311 (403.320.3111) and asking to speak to a ROW Coordinator.

The Applicant shall submit the following information:

- Applicant's name, address and contact information.
- Utility owner name, address and site contact information (if applicable).
- Job number related to project.
- Municipal address adjacent to the proposed installation
- General description of the purpose of the new infrastructure

The following information shall be submitted with all Permit applications:

1. Drawing package in .pdf format
 - a. Drawings shall include:
 - i. Project name
 - ii. North arrow
 - iii. Street names
 - iv. Revision number and date
 - v. Legend, including distinction between:
 - (1) New and existing buried cable/conduit
 - (a) The installation of new buried conduit is preferred over the installation of direct buried cable
 - i. Any new cable installations within existing conduit owned by the utility owner, do not require a ULA permit
 - (2) New and existing over overhead cable
 - (3) Abandoned and removed
 - vi. Any information relating to vertical and/or horizontal changes of existing utility
 - vii. Proposed alignment of new buried cable/conduit
 - (1) Identification of existing utility chosen (primary, secondary, tertiary, etc.; see Design Requirements)
 - viii. Details for pedestals, transformers, vaults, bollards, etc.
 - (1) A note indicating above and/or below grade for structures
 - ix. Depth of proposed installation
 - x. Identification of any existing utility right of ways

- b. The drawings must be clear, concise and legible. Non-legible drawings will be rejected.
2. Upon acceptance of the drawing package, a ROW Coordinator will prepare for circulation with all stakeholders. An initial review by a ROW Coordinator will be completed within seven (7) days of receiving the application pending ROW coordination capacity is available. The review will confirm that:
 - a. The submission is complete
 - b. The application makes the most efficient use of the ROW; refer to the Design Requirements section for more information.
 - c. There are no obvious conflicts
 - i. If a conflict is found, or if the submitted drawing(s) are missing pertinent information, the drawing(s) are returned to the Applicant and a re-submission will be requested
3. Drawing(s) are circulated electronically to all stakeholders on the ROW utility circulation list, including:
 - City Water & Wastewater Department (Water, Storm, Sanitary)
 - City Parks Department
 - City Transportation Department
 - Lethbridge Electric Utility
 - ATCO Gas
 - Bell Canada
 - Shaw Communications
 - Telus

Additional stakeholders who wish to be included in ULA circulations may do so by submitting a request to a ROW Coordinator.

- a. The standard circulation period is fourteen (14) days
 - b. Comments received from the stakeholders are:
 - i. Forwarded to the Applicant when received
 - (1) If a stakeholder identifies a conflict and proposes a resolution, it is passed on to the Applicant for consideration
 - (2) If a stakeholder identifies a conflict without a proposed resolution, a ROW Coordinator facilitates a discussion to identify a resolution
 - ii. Listed on the issued Permit
 - (1) Permits will only be issued when all conflicts are resolved
4. A Permit is issued within seven (7) days of either the circulation expiration or once all stakeholders have deemed that there are no conflicts with existing infrastructure, pending ROW coordination capacity is available.
 - a. Permit fees are invoiced once the drawings submitted have been reviewed and circulated.
5. Permits are valid for one year from the date of issue.
 - a. If excavation application has not been received before the ULA expiration date, a new ULA permit application is required.

General Conditions

1. An Excavation Permit or Street-Use Permit will be required prior to the installation of the new utility. Refer to their respective guidelines for more information.
 - a. Advance notice of three (3) business days is required with excavation or street-use permit applications
2. All required clearances from existing facilities must be maintained; refer to the Design Requirements section for more information.
3. If ATCO Pipelines requires a proximity or crossing agreement prior to construction, a formal request must be sent to LandAdmin@atcopipelines.com
4. If Fortis Alberta requires a proximity or crossing agreement prior to construction, a formal request must be sent to approvals@fortisalberta.com
5. Any work within 15 meters (50 feet) of a Canadian Pacific Railway (CPR) owned train rail requires approval from CP prior to construction (and may require a crossing and/or proximity agreement). Call Graeme Dales @ 403.319.3831 (Graeme_dales@cpr.ca)
6. Any work within 5 meters (16 feet) of a City owned train rail requires approval from the City of Lethbridge Signals Department by calling 311 (403.320.3111) and asking to speak with the Senior Traffic Electrician
7. Any work within 50 meters of Alberta Transportation's (AT's) ROW requires notification to (or approval from) AT prior to construction.
 - a. ROW limits (AT's vs City of Lethbridge) can be obtained by contacting a ROW Coordinator
8. City of Lethbridge Parks; any proposal to remove a City owned tree requires consultation and approval from Parks & Urban Forestry.
 - a. For questions regarding a City-owned tree, contact 311 (403.320.3111) to speak with the Parks Infrastructure Coordinator.
9. Any approved new installation of an underground monitoring well within the ROW requires a copy of the groundwater monitoring report to be emailed to rowapplications@lethbridge.ca once the report is complete.
10. The City has a two (2) calendar year no-cut moratorium for newly paved roadways/alleys.
11. Unless otherwise agreed to in a Municipal Access Agreement (MAA) or Franchise Agreement (FA):
 - a. Infrastructure installed as part of this Permit must be removed or relocated at the sole cost of the owner within thirty (30) days of a written request by the City of Lethbridge
 - b. Any As-built drawings and all digital utility data are to be provided to the City of Lethbridge within four (4) months of work completion
 - c. All abandoned underground utility line locations must be provided to the City of Lethbridge within four (4) months after being decommissioned, if not removed.
 - d. Any utility location within the ROW is public information.
 - e. Utility owners must register and maintain a membership in good standing with Alberta One-Call Corporation. All costs associated with obtaining and maintaining membership with the Alberta One-Call Corporation shall be borne by the utility owner.

12. Infrastructure installations proposed in the drawings with a location outside of the ROW must have the property owner's permission prior to installation.
 - a. For private property parcels owned by the City, contact 311 (403.320.3111) to speak with the Corporate Land Administrator.
 - i. If approval is granted, a URW easement may be required.
 - b. For public parcels owned by the Parks Department, contact 311 (403.320.3111) to speak with the Parks Infrastructure Coordinator.
 - i. If approval is granted, a URW easement may be required.
 - c. For privately owned parcels (owned by any entity other than the City of Lethbridge), approval must be obtained by the property owner (where URW's are not present).

Design Requirements

The City's ROW is a limited resource. To manage the demands, it is crucial that utilities are located within as close proximity as possible. Designs submitted must ensure they keep the new installation as tight as possible to an existing utility, while complying with the below requirements.

Alignment Conditions

Primary (1st Choice)

1. Shallow utilities are normally located in a four-party trench on private property within a City owned URW, when possible.

Secondary (2nd Choice, when 1st Choice is not applicable)

1. Parallel to existing underground City Electric or City Fibre utility
 - a. Design should place new utility with a 0.5 meter (1 foot 7 inches) horizontal separation (from edge to edge) from any City Electric or City Fibre utility.
 - b. Note to be added on drawing:

CAUTION: Installation of new utility conduit based on existing underground City Electric or City Fibre alignment. Separation of 0.5m must be maintained horizontally with daylighting every 6m to ensure separation requirements.

Tertiary (3rd Choice, when 2nd Choice is not applicable)

1. Parallel to existing underground ATCO Gas (excluding high pressure) utility
 - a. Design should place new utility with a 1.0 meter (3 foot 3 inches) horizontal separation (from edge to edge) from any ATCO Gas utility.
 - b. Note to be added on drawing:

CAUTION: Installation of new utility conduit based on existing underground ATCO Gas alignment. Separation of 1.0m must be maintained horizontally with daylighting to ensure separation requirements.

Quaternary (4th Choice, when 3rd Choice is not applicable)

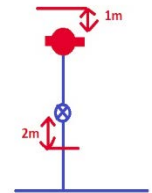
1. When the primary, secondary or tertiary options are not applicable and a URW is present, the proposed alignment is start on the most inside of the URW following separation requirements from the curb stops of Water and Wastewater (if existing).
 - a. Minimum 1.0 meter (3 feet 3 inches) horizontal separation from a curb stand.

Quinary (5th Choice, when 4th Choice is not applicable)

1. If no other choices are available and no URW is present, the proposed alignment is to run parallel to the property line(s) at a minimum offset of 0.15m pending no other existing shallow utilities are present.
 - a. If another utility is present (including a curb stop) other than City Electric or ATCO Gas, please refer to the separation conditions below.

Separation Conditions

1. City of Lethbridge Storm, Sanitary or Water:
 - a. 2.0 meters (6 feet 6 inches) horizontal separation while paralleling any Storm, Sanitary or Water facility, except:
 - i. Minimum 1.0 meter (3 feet 3 inches) horizontal separation from the **backside** of any hydrant or catch basin only (as per diagram)
 - (1) Minimum 1.0 meter (3 feet 3 inches) horizontal separation from a curb stand.
 - ii. 1.0 meter (3 feet 3 inches) vertical separation when crossing any Storm, Sanitary or Water facility
 - iii. Crossing between hydrants and their branch valves is not permitted
 - b. ATCO Gas:
 - i. 1.0 meter (3 feet 3 inches) horizontal separation while paralleling any ATCO Gas facility
 - ii. 0.3 meters (1 foot) vertical separation when crossing any ATCO Gas facility
 - c. Lethbridge Electric Utility (LEU) & Lethbridge Fibre (LF):
 - i. 0.3 meters (1 foot) vertical separation when crossing underground LEU/LF cables
 - ii. 0.5 meter (1 foot 7 inches) horizontal separation (from edge to edge) when paralleling any underground electric or fibre cables, with all underground electric/fibre cables exposed (by means of hydro excavation) a minimum of every 6 meters (20 feet) to ensure separation
 - d. Telus:
 - i. 0.6 meters (2 feet) clearance if placing any above ground utility adjacent to an above ground Telus-owned pedestal
 - e. City of Lethbridge Transportation:
 - i. 150 millimeters (6 inches) of unobstructed clearance from any public sidewalk/pathway, to any vertically installed utility/infrastructure (e.g. ground water monitoring well, Little Lethbridge Library, etc.)
 - ii. Shallow utility installations across paved roads and/or alleys must be completed by way of directional drill, unless approved otherwise by Transportation.



- iii. Shallow utility installations must comply with established standard depth zone (0.9 meters-1.2 meters) with road crossing utility installations sloped at a minimum of 1%.

Field Change Process

Conflicts may become apparent between the approved ULA permit and existing utilities once they have been located in the field. All costs incurred as a result of a deviation from the ULA as approved in the Permit are the responsibility of the utility owner. The City of Lethbridge has defined three (3) types of adjustments that can occur (that affect City ROW only) and the process for field changes when required. These adjustments include:

1. **Minor Change/Adjustment** – No City notification required (on-site supervisor representing the contractor can issue the change in the field; all changes to be captured and submitted with as-builts), pending:
 - a. Any horizontal change is within 300 millimeters (1 foot) of the approved ULA, and
 - i. The new alignment runs parallel with the roadway with no deviation
 - ii. The new alignment remains in line with the separation requirements from its neighboring utility
 - b. Any vertical change within 100 millimeters (4 inches) outside of the standard installation depth within green space locations, and
 - i. The new alignment ensures the minimum vertical separation of 0.3 meters (1 foot) from any crossing utility is maintained
 - c. A road crossing change within 5.0 meters (16 feet) of the approved drawing set, and
 - i. The crossing is at a ninety (90) degree angle from the curb (both sides)
 - ii. The new crossing crosses close to existing utility crossings, following the minimum separation requirements from its neighboring utility
 - iii. The change follows the rest of these guidelines
 - d. The change doesn't affect the street network description
 - i. If on the original approved drawing the alignment is on a local road, the change must remain on the local road
2. **Medium Change** – City approval required prior to proceeding
 - a. A change in the approved drawing set that is outside of what would be considered a minor change, but after a review by a ROW Coordinator, a re-circulation is determined to not be required
 - i. A revised ULA may be issued with the revised drawings
 - b. Any vertical change outside of the standard installation depth when located within a roadway.
3. **Major Change** – City approval required with a revised drawing submitted for re-circulation prior to proceeding
 - a. If construction has already started and work has stopped due to the conflict, a ROW Coordinator will work with the utility owner (or Applicant on their behalf) to get the revised ULA approved within one (1) week (after receipt of revised drawing), pending no conflicts.

After an approved ULA has been issued, should an alignment change be completed without following the *Field Change Process* as outlined above (documentation will be required if process was followed), all costs will be the responsibility of the utility owner to correct the deficiency, which may include re-application and/or the complete removal of the utility installed. It is the responsibility of the utility owner to ensure their contractor(s) looking after the installation are aware of the approved ULA Permit (and have a copy, which contains the approved drawings) with all the required conditions outlined on the issued Permit.

Utility Location Assignment (ULA) Costs

"x" represents the length of the new continuous utility line

- A. $x \leq 30$ meters = \$150.00
- B. $30 \text{ meters} < x \leq 300$ meters = \$300.00
- C. $301 \text{ meters} < x \leq 1000$ meters = \$800.00
- D. $1001 \text{ meters} < x \leq 2000$ meters = \$1200.00
- E. If over 2000 meters, a separate price schedule will be discussed

Invoicing

- Fees related to the ULA permit are billed to the utility owner
- Fees are billed after drawing submittals have been reviewed and circulated
 - Drawing revision fees are charged only when the change requires recirculation (as outlined in the field change process)
 - Drawing revision charges follow the same ULA costs, with regards to the length of the line that's been revised
- If the Applicant wishes to pay the invoice(s) by phone, contact 403.320.3076 and quote the Permit number issued, or the service request (SR) number for drawing reviews completed not pertaining to an approved ULA
- If the applicant wishes to pay the invoice in person, go to City Hall, 4th Floor.

**Questions? Please contact 311 (403.320.3111) and ask to speak with a
ROW Coordinator.**