

Capital Planning and Engineering Services

EXCAVATION GUIDELINES

& PERMIT APPLICATION REQUIREMENTS

Introduction

An Excavation Permit (Permit) is required prior to the removal or disturbance of any surface material (e.g., asphalt, concrete, grass, gravel, or soil) within any City of Lethbridge (City) owned Right-of-Way, Utility Right-of-Way (URW/Easement), or Public Utility Lot (PUL), collectively referred to herein as the "ROW Corridor," where excavation extends 0.3 m or greater below established surface elevation.

For the purposes of these Guidelines, common fixed surface references include Property Line (PL), Back of Walk (BOW – property side of sidewalk), Front of Walk (FOW – roadway side of sidewalk), Back of Curb (BOC), and Edge of Asphalt (EOA). "ROW" refers to Capital Planning & Engineering Services – Right-of-Way, and "Contractor" includes any party performing excavation on behalf of a business, resident, utility or facility owner (including the City), or a utility owner's own forces.

The Excavation Permit process ensures that all excavation activities within the ROW Corridor are reviewed and monitored to protect public safety, maintain infrastructure integrity, and support the efficient corridor use.

Where excavation is associated with a new installation, road crossing, or realignment within the ROW Corridor, an approved Utility Location Assignment (ULA) Permit is required in accordance with the ULA Guidelines.

For street-use requirements involving the use of City-owned space where no excavation is proposed, refer to the Street-Use Guidelines.

Purpose

These Guidelines outline the Excavation Permit process and establish applicable standards, safety requirements, operational conditions, and compliance expectations governing excavation within the ROW Corridor. They provide clarity and direction to Contractors, Utility Owners, Permit Applicants, businesses, property owners, and citizens.

Excavation Permits support the City in managing activities within the ROW Corridor to:

- Allow excavation work to occur in a safe and timely manner;
- Protect and maintain public infrastructure;
- Prevent conflicts between utilities and other corridor users;
- Minimize disruption to businesses, residents, and road users (including motorists, cyclists, and pedestrians);
- Ensure disturbed areas are restored to pre-construction condition or better.

The ROW Corridor is a limited and shared municipal asset, and proper coordination and restoration are essential to preserving its long-term function and integrity.

Given the evolving physical and operational demands within the City, these Guidelines will continue to be reviewed and updated as required.

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1. Application Process

An Excavation Permit (Permit) is required prior to commencing excavation within the ROW Corridor where excavation extends 0.3 m or greater below established surface elevation.

Where excavation is associated with a new utility installation, road crossing, or horizontal realignment, an approved ULA Permit is required prior to issuance of an Excavation Permit.

Permit applications shall be submitted to:

Capital Planning & Engineering Services – ROW

Email: rowapplications@lethbridge.ca

Phone: 311 (403.320.3111)

1.1 Submission Requirements

A complete application must include:

a. **Contractor Information**

Contractor name, site supervisor name, email address, and direct phone number.

b. **Utility Owner Information**

Utility owner name, project manager name, email address, and phone number.

c. **Billing Information**

Purchase order number or charge reference number.

d. **Project Information**

Municipal address adjacent to the work; description of proposed work; start date and anticipated completion date; identification of ROW Corridor facility type (street, boulevard, sidewalk, pathway, alley, median, etc.); and existing surface material.

e. **Location Sketch or Approved ULA Reference**

A sketch of excavation limits including adjacent parcel addresses; or an approved ULA Permit number, where applicable.

f. **Traffic Accommodation Plan (if applicable)**

Required where vehicular or pedestrian traffic is impacted and must comply with the City's Temporary Traffic Control (TTC) Manual.

g. **Insurance & Licensing:**

Valid City of Lethbridge Business License and General Commercial Liability Insurance naming the City of Lethbridge as an Additional Insured, with minimum coverage of \$5,000,000.

1.2 Notice Periods

Applications must be submitted:

- o Minimum three (3) business days prior to work commencement where project duration is two (2) weeks or less;
- o Minimum five (5) business days prior to work commencement where project duration exceeds two (2) weeks.

Where lane closures, sidewalk closures, or pathway closures are required, a Street-Use Permit may be required. Street-Use applications require a minimum of ten (10) business days' notice.

Applications submitted without required notice may be subject to additional fees and may not be accommodated.

1.3 Permit Issuance

Upon review and approval, a copy of the Excavation Permit will be issued electronically to the Contractor and Utility Owner.

The Permit:

- Must be valid prior to commencement of work;
- Must be available on site at all times;
- Does not relieve the Contractor or Utility Owner of responsibility to obtain any other required approvals or permits.

1.4 Relationship to ULA

Where excavation is associated with a new installation or alignment governed under an approved ULA Permit:

- The approved alignment shown on the Issued For Construction (IFC) drawing governs horizontal placement;
- Excavation activities must comply with both the ULA Guidelines and these Excavation Guidelines;
- Field changes impacting horizontal alignment greater than 0.15 m require ROW approval prior to proceeding.

2. Permit Governance

Excavation work must comply with:

- The approved Excavation Permit;
- The approved IFC drawing associated with the ULA Permit (where applicable);
- These Excavation Guidelines;
- Applicable municipal bylaws and standards.

Failure to comply may result in work stoppage, non-compliance fees, or Permit revocation.

2.1 Permit Validity

An Excavation Permit is valid only for:

- The approved scope of work;
- The approved location;
- The approved duration identified within the application.

The Permit becomes invalid where:

- Work deviates from the approved scope without authorization;
- Required inspections are not completed prior to backfilling;
- Work commences prior to Permit issuance;
- Minimum separation requirements are not maintained as confirmed through inspection or field verification;
- Where applicable, work does not match the approved IFC drawing associated with the issued ULA Permit.

Work shall cease where a Permit becomes invalid.

2.2 Pre-Construction Coordination

Where excavation is associated with an approved ULA Permit, ROW may require a pre-construction meeting.

Pre-construction meetings shall be scheduled **after**:

- utility locates have been completed and marked on the ground; and

- where feasible, existing utilities have been daylighted so the approved alignment shown on the IFC drawing can be reviewed and confirmed in the field.

Pre-construction meetings are not required for excavations not governed by a ULA Permit unless otherwise directed by ROW.

2.3 Required Inspections

The following inspections are required under this Permit.

2.3.1 Pre-Backfill Inspection

A pre-backfill inspection is required:

- For all new utility installations governed by an approved ULA Permit; and
- For Excavation Permit work beneath a hard surface material (e.g., asphalt or concrete) where compactible material will be used for backfill.

The inspection confirms:

- Compliance with the approved alignment shown on the IFC drawing (where applicable);
- Minimum separation requirements are maintained;
- Installation depth complies with the Permit;
- Backfill materials comply with applicable City standards and City Transportation requirements.

A minimum of two (2) hours' notice is required to schedule inspection.

Failure to obtain a required Pre-Backfill Inspection prior to backfilling may result in direction to re-expose the installation at the Contractor's expense. Where non-compliance is identified upon re-exposure or inspection, non-compliance fees may be issued in accordance with these Guidelines.

2.3.2 Warranty Inspection

All excavations remain under warranty until December 31 of the second calendar year following final surface restoration and remain open until a warranty inspection has been completed.

Where excavation length exceeds 100 m (one block), a pre-warranty inspection may be required one (1) year following completion.

A final warranty inspection must be completed before the warranty is considered closed.

Warranty inspections are typically conducted during the fall period (Oct 1–Dec 31). Where required, inspections may occur outside this period to facilitate closure.

The Utility Owner or Contractor may request the warranty inspection.

Where the City is unable to attend, date-stamped photographs clearly showing the repair location and surface condition may be submitted and may be accepted as confirmation that warranty requirements have been met.

3. Field Installation Requirements

This section establishes construction requirements governing excavation practices, installation depth, exposure procedures, and restoration within the ROW Corridor.

All construction shall comply with:

- The approved Excavation Permit;
- Where applicable, the approved IFC drawing associated with the issued ULA Permit;
- Applicable City standards and City Transportation specifications; and

- Direction provided by ROW.

Minimum separation requirements are governed by the separation standards established in the ULA Guidelines and the approved IFC drawing (where applicable);

Non-compliance will be addressed in accordance with Section 8 – Remedial Work & Enforcement.

3.1 Installation Depth

The standard installation depth for shallow utilities within the ROW Corridor is 0.9 m to 1.5 m below finished grade, unless otherwise approved.

Installation depth shall comply with:

- The approved Excavation Permit; and
- Applicable City Transportation standards.

Where a discrepancy exists between submitted drawings and the Excavation Permit, the Excavation Permit shall govern installation depth requirements.

Depth values shown on drawings do not override minimum cover requirements or conditions specified within the Excavation Permit.

Installation depth requirements vary depending on surface classification and ROW corridor conditions:

a. **Roadways (arterial, collector, local roads etc)**

Installation beneath paved roadways shall meet minimum cover requirements consistent with pavement structure and applicable City Transportation standards. Depth shall not be reduced below 1.2 m beneath roadways unless specifically approved.

b. **Boulevard and Greenspaces**

In boulevard or greenspace conditions, reduced depths may be permitted where justified by alignment matching requirements. Depth shall not be reduced below 0.9 m without specific approval.

c. **Matching Existing Infrastructure**

Where installation involves matching an existing alignment, the proposed installation shall match the depth of the existing infrastructure, provided minimum cover requirements are maintained for the applicable surface classification.

ROW maintains authority over shallow utility installations generally within the 0.9 m to 1.5 m depth range. Installations exceeding 1.5 m may require additional review, as depths at or beyond 1.5 m are typically where deep utilities may be present.

Any deviation from approved depth shall be governed by Section 2 – Permit Governance.

3.2 Alignment Compliance

Installation shall comply with the governing alignment identified on the IFC drawing approved under the ULA Permit for the applicable segment.

Installation shall be constructed straight and parallel to the fixed surface reference identified in the approved IFC drawing.

Where the governing alignment cannot be achieved in the field, work shall stop and direction shall be confirmed with ROW prior to proceeding.

Installation shall not introduce a new alignment, shift the governing alignment, or extend beyond the approved scope of work without prior authorization from ROW.

Where Property Line (PL) is used as the fixed surface reference, the PL shall be established in the field based on a legal survey for the purpose of accurate measurement and as-built documentation. Assumed or approximate property line locations are not acceptable.

3.2.1 Clouded Segments – Field Requirements

Where a clouded segment is identified on the approved IFC drawing, installation shall not proceed until existing utilities have been exposed to confirm horizontal alignment, vertical depth, and separation.

Installation within the clouded segment shall follow the governing alignment identified on the drawing.

Where a 0.0 m offset to an existing utility is specified, installation shall match the horizontal and vertical alignment of that utility.

Where field conditions prevent compliance with the approved alignment shown on the IFC drawing, work shall stop and direction shall be obtained from ROW prior to proceeding.

3.2.2 Clouded Areas – Installation Method

Clouded areas shall be initially exposed using hydrovac excavation unless otherwise directed by ROW.

Directional drilling within a clouded area is not permitted unless approved by ROW.

Contractors shall not change the installation method within a clouded area without prior authorization.

Where field conditions indicate the approved method is not suitable, the Contractor shall contact ROW prior to proceeding.

3.2.3 Overdig

An overdig is a hydrovac excavation performed to expose an existing utility for the purpose of installing new infrastructure that matches the horizontal and vertical alignment of that utility.

Overdig is not a default installation method and shall only be used where required by the approved IFC drawing or directed by ROW.

Where overdig is required:

- The existing utility shall be exposed at intervals sufficient to confirm alignment and depth.
- The new installation shall match the horizontal and vertical alignment of the selected existing utility.

Overdig does not permit:

- Creation of a new or offset alignment adjacent to an existing utility;
- Deviation from the approved alignment outside of the defined segment; or
- Reduction of minimum separation unless accepted by the applicable utility owner.

3.2.4 Water & Wastewater Separation Exception

Where installation occurs in proximity to municipal water or wastewater infrastructure, alignment may be accepted where an existing utility is located between the proposed installation and the water or wastewater infrastructure, provided the proposed installation does not reduce the existing separation.

Street lighting infrastructure shall not be used to justify reduced separation.

Acceptance remains subject to confirmation by ROW.

3.3 Exposure Requirements

Where directional drilling or trenchless installation is proposed in proximity to existing utilities, exposure shall be completed in accordance with the applicable utility owner's requirements and any conditions of the Excavation Permit.

Existing utilities shall be exposed as required to confirm horizontal and vertical separation prior to installation.

Failure to expose utilities as required may result in non-compliance fees and/or direction to re-expose at the Contractor's expense.

3.3.1 LEU Requirements

Where installation occurs within 1.5 m horizontal separation of existing LEU infrastructure, exposure is required in accordance with the following. Only a LEU field inspector may authorize deviation from these requirements.

a. Directional Drilling

Where directional drilling occurs within 1.5 m of LEU infrastructure, the affected LEU cable (primary or secondary) shall be exposed every 6 m along the proposed alignment prior to installation.

b. Hydrovac Installation

Where hydrovaccing occurs within 1.5 m of LEU primary cable, the primary cable shall be exposed every 6 m along the proposed alignment prior to installation.

3.4 Working in Proximity to LEU Infrastructure

This section governs excavation practices in proximity to LEU equipment and energized infrastructure.

All work in proximity to LEU infrastructure shall comply with applicable electrical safety legislation, LEU standards and requirements, and direction provided by LEU field inspectors.

3.4.1 Transformer (TX) and Switching Cubicle (SC) Bases

Where excavation occurs within 3.0 m of a transformer or switching cubicle base:

- The ground grid shall be located and exposed where required.
- Care shall be taken to avoid disturbance of grounding conductors.
- Any damage to grounding infrastructure shall be repaired at the Contractor's expense in accordance with LEU requirements.

3.5 Backfilling Requirements

All excavations shall be backfilled and restored in accordance with:

- The approved Excavation Permit;
- City Transportation standards, including STR_33, STR_34, STR_35 and STR_36, as applicable;
- City Backfilling Regulations; and
- Approved project-specific Quality Control (QC) Plans, where applicable.

Backfill materials and compaction shall be suitable for the surface classification and surrounding conditions.

Non-compliance will be addressed in accordance with Section 8 – Remedial Work & Enforcement.

3.5.1 Hydrovac Excavation - Hard Surface and Travelled Areas

Hydrovac excavations located beneath asphalt, concrete, or other hard surface materials, or within areas where motor vehicles and/or pedestrians travel (including roadways, alleys, sidewalks, and pathways), shall be repaired in accordance with STR_33 or STR_34, as applicable to excavation size.

Where any side of the excavation measures < 0.3 m in width, restoration shall comply with STR_33.

Contractors may elect to saw-cut and widen the excavation such that no side of the final repair measures less than 0.3 m in width. Where widened accordingly, restoration may proceed in accordance with STR_34.

Zero void flowable material (0.5 MPa) shall be installed where required by the applicable City Transportation standard.

Where compactible material is permitted by STR_34:

- Imported backfill material shall match the material removed (“like-for-like”) where feasible.
- Where like-with-like replacement is not feasible, sand shall be used as the default compactible material.
- Compactible material shall be placed in lifts and compacted in accordance with applicable City Transportation standards and City backfilling regulations.

3.5.2 Hydrovac Excavation – Boulevard and Greenspace Areas

Hydrovac excavations located within boulevard or greenspace areas shall be backfilled with sand unless otherwise directed by the Excavation Permit.

Sand backfill shall be placed in lifts and compacted in accordance with applicable City Transportation standards and City backfilling regulations.

Surface restoration shall return the area to pre-construction condition or better.

3.6 Parks Requirements

Work occurring within Parks or in proximity to City-owned trees and irrigation infrastructure shall comply with the following requirements.

3.6.1 Parks Access Permit

A Parks Access Permit is required to perform work within:

- City parks; and
- Any City-owned lands maintained by Parks, including boulevard spaces where City irrigation infrastructure is present.

Where excavation is associated with an approved ULA Permit, ROW will identify the requirement for a Parks Access Permit during review.

For repair or maintenance work not governed by a ULA Permit, the Contractor is responsible for confirming whether the work area falls within a Parks-maintained parcel and obtaining a Parks Access Permit where required.

The Parks Access Permit includes irrigation locate service.



The Parks Access Permit application form is available online at <https://forms.lethbridge.ca/311-Forms/Parks/Park-Access-Permit-Application>; a QR code linking directly to the form is provided adjacent to this section.

3.6.2 Tree Protection Requirements

Open excavations and bore holes shall not be located within the tree drip line (under the branch canopy) or within 3.0 m of the tree base (whichever distance is less) without prior written approval from Parks.

Where work is required in proximity to public trees:

- Directional drilling shall be utilized where feasible to minimize root disturbance;
- Root cutting or disturbance shall not occur without approval from Parks;
- Any non-compliance resulting in damage to a tree may be subject to a fee issued by Parks equivalent to the 3:1 replacement cost of the tree;
- Tree replacement fees shall be invoiced to the Contractor.

For questions regarding City-owned trees, contact 311 to speak with an Urban Forestry Arborist.

4. Surface Restoration Requirements

4.1 General

All surface restoration shall comply with:

- The approved Excavation Permit;
- Applicable City Transportation Standards (including STR_33, STR_34, STR_35 and STR_36);
- City Backfilling Regulations;
- Direction issued by ROW.

Restoration shall return the disturbed area to pre-construction condition or better.

4.2 Saw Cutting

All asphalt and concrete removal shall be saw-cut to provide clean, straight edges.

Concrete shall be saw-cut full depth unless otherwise directed.

Saw-cut limits shall define the final repair boundary. Any damage extending beyond saw-cut limits shall be removed and replaced at the Contractor's expense.

Where excavation limits are widened to comply with STR_33 or STR_34 minimum restoration dimensions, the widened limits shall also be saw-cut.

4.3 Asphalt Restoration

All hard surface asphalt repairs within the road Right-of-Way shall be completed by the City Transportation Department unless an approved project-specific QC Plan authorizing Contractor-performed asphalt restoration has been accepted by the City.

Where Contractor-performed asphalt restoration is authorized under an approved QC Plan:

- Work shall follow the approved QC Plan;
- Required documentation shall be included within the Project Completion Package (PCP) in accordance with Section 6.

Asphalt restoration shall match the existing pavement structure and thickness.

Where hot-mix asphalt is unavailable due to seasonal plant closures:

- The Contractor shall install cold mix as a temporary repair;
- A photograph of the cold mix patch shall be included in the PCP in accordance with Section 6;
- Cold mix patches shall be monitored and maintained by the Contractor and/or Utility Owner to ensure public safety until permanent restoration is completed.
- Where cold mix is installed as a temporary repair, the Contractor shall remove the cold mix once hot-mix asphalt becomes available and submit the surface repair form for permanent restoration by the City, unless otherwise approved by City Transportation.

4.4 Concrete Restoration

Concrete restoration shall match existing thickness and structural requirements.

Full concrete panel replacement is required between control joints where any portion of the panel has been removed due to excavation.

Partial panel replacements are not permitted unless expressly approved.

Where restoration connects private concrete to private concrete (e.g., private driveway crossings within a URW), dowels shall be installed to tie the new panel to the adjacent private panel.

Under no circumstances shall dowels be installed into City-owned concrete infrastructure, including sidewalks, curbs, gutters, or other municipal concrete structures.

Where dowels are required:

- Dowels shall be installed prior to concrete placement;
- Photographic documentation of dowels in place shall be taken prior to placement;
- Photographs shall be included within the PCP in accordance with Section 6.

4.5 Zero Void Flowable Fill Clarification

Where zero void flowable fill is required under STR_33, STR_34, STR_35 or STR_36, the required compressive strength for Excavation Permit work is 0.5 MPa.

4.6 No-Cut and Recently Resurfaced Roads

Utility excavations shall not be permitted on streets resurfaced or top lifted within the past two (2) calendar years except where it can be demonstrated that the work is beyond the control of the utility owner (e.g., emergency repairs or development-driven service connections).

Where approval is granted, additional rehabilitation requirements will apply with an extended warranty period.

5. Safety, Traffic Control & Public Notification

All excavation work within the ROW Corridor shall comply with:

- The City of Lethbridge Temporary Traffic Control (TTC) Manual;
- The Occupational Health and Safety Act (OH&S Act), Regulation and Code;
- The Alberta Electrical Utility Code;
- The Alberta Pipeline Act; and
- All applicable City permits and approvals.

Non-compliance will be addressed in accordance with Section 8 – Remedial Work & Enforcement.

5.1 Utility Locates (Mandatory)

Field location of all existing utilities is mandatory prior to excavation.

Failure to obtain required locates will invalidate the Permit.

Prior to excavating, existing utilities shall be located through:

- Utility Safety Partners (1-800-242-3447 / utilityafety.ca);
- City Parks Irrigation (refer to Section 3.6 – Parks Requirements);
- City Signals (by calling 311) when work occurs in proximity to a signalized intersection.

Locate slips shall be available on site at all times.

5.2 Working Near Energized Electric Infrastructure

When working in proximity to live electric cables and/or exposing energized cables:

- Contact 311 prior to construction to speak with the Electric Control Room;
- Ensure locate slips are available;
- Comply with all applicable electrical safety legislation and LEU requirements.

5.3 Temporary Traffic Control (TTC) Requirements

A TTC Plan is required where excavation impacts vehicular, cyclist, or pedestrian traffic.

Where the Contractor is responsible for designing or implementing the TTC setup:

- The TTC Plan shall comply with the City TTC Manual (see QR code below);
- The individual designing the TTC Plan shall hold valid Alberta TTC (ATTC) certification;
- The field supervisor or foreman implementing the TTC setup shall hold valid ATTC certification.

ATTC certification is not required for:

- Alley closures;
- Sidewalk-only closures;
- Work where TTC implementation is performed by City crews.

Contractors are encouraged to reference the applicable Typical Application drawings within the City TTC Manual when preparing TTC setups.



5.3.1 Arterial and Collector Roadways

Where work impacts an arterial or collector roadway:

- All TTC implementation shall be performed by City crews, unless City Transportation approves otherwise in writing;
- A TTC Plan must be submitted and approved prior to commencement of work;
- Peak hour restrictions apply (typically 7:00–9:00 a.m. and 3:00–6:00 p.m., Monday to Friday) unless otherwise approved.

Significant encroachments may require a Public Service Announcement (PSA) at the discretion of Engineering Services.

5.3.2 Pedestrian and Pathway Requirements

A minimum unobstructed sidewalk width of 1.8 m shall be maintained at all times.

Where this cannot be achieved:

- A full sidewalk closure is required;
- An accessible pedestrian detour shall be provided in accordance with the City TTC Manual;
- Adjacent parking stalls shall be closed where necessary to maintain pedestrian safety.

Where a Regional Pathway is closed, an approved mobility-friendly pedestrian detour must be provided.

Pedestrian and vehicular traffic shall be physically separated from the work zone.

Where active excavation equipment (e.g., hydrovac, drill rig, or similar machinery) operates over or immediately adjacent to a closed sidewalk or pathway, the Contractor shall ensure continuous site supervision and active control of the work area to prevent unauthorized pedestrian entry.

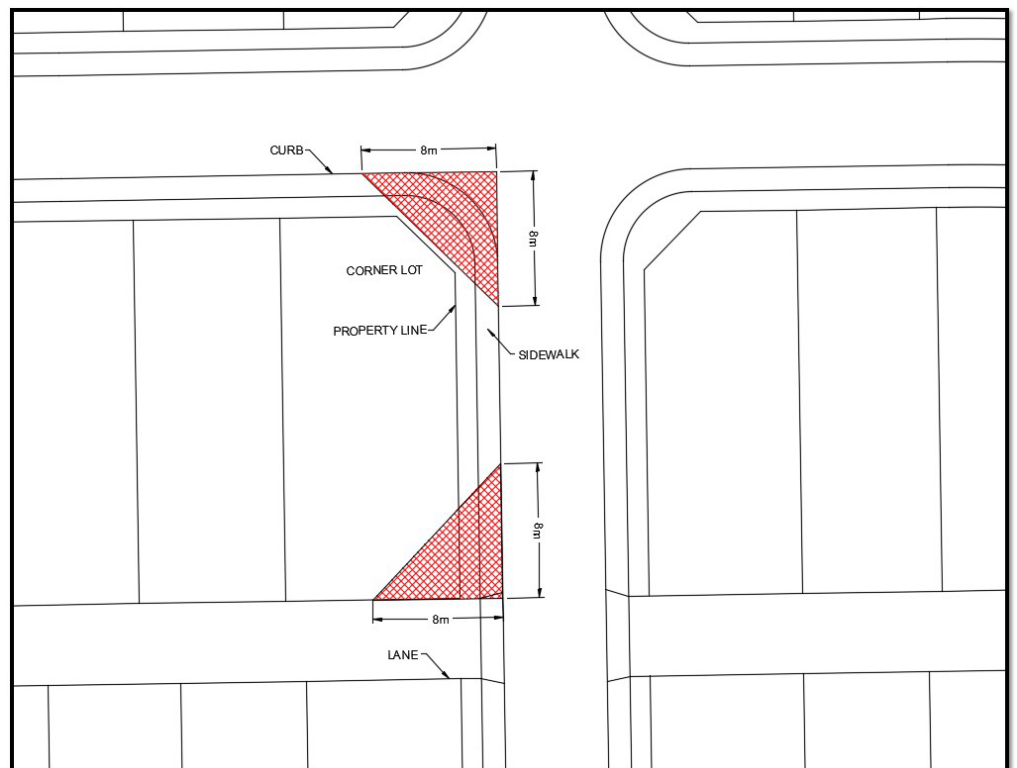
5.3.3 Work Zone Containment and Lane Widths

The Contractor shall:

- Contain and maintain a safe work area within the approved temporary traffic-controlled zone;
- Properly define the work zone using physical barriers (e.g., barricades, fencing);
- Maintain a minimum unobstructed lane width of 3.0 m per direction of travel for partial road closures unless otherwise approved;
- Secure the worksite during periods of activity and inactivity.

No building emergency exits or fire lanes shall be blocked at any time.

No item exceeding 1.0 m in height above established elevation shall be placed within the intersection visibility triangle formed by points 8.0 m along adjoining curb lines (see applicable Visibility Triangle Diagram below).



5.4 Agency and Service Notification Requirements

Where excavation or traffic control results in a full closure or significant access restriction, the Contractor shall notify affected agencies and service providers prior to commencement of work.

Notification shall include, but is not limited to:

- Emergency Services where a full road closure occurs or emergency access may be impacted;

- Lethbridge Transit where a bus route, bus stop, or transit operations may be affected;
- School Administration where work occurs within 100 m of a school or impacts school access routes;
- Canada Post where access to a community mailbox or superbox is restricted;
- Any other agency or service provider whose operations may be affected.

Where required, proof of notification may be requested by Infrastructure Services.

5.5 Public Notification

The Contractor is responsible for notifying all affected parties prior to commencing work.

Notification shall include, but is not limited to:

- Adjacent property owners;
- Businesses impacted by access restrictions;
- Residents affected by lane closures or parking restrictions;
- Property owners adjacent to boulevard or greenspace excavation.

Notification shall be provided a minimum of seventy-two (72) hours in advance of non-emergent work unless otherwise directed.

Where work impacts private property frontage (e.g., boulevard or lawn excavation), the Contractor shall clearly communicate post-restoration responsibilities, including watering of newly placed grass seed or sod.

5.6 Contractor Responsibility

The Contractor remains fully responsible for:

- Compliance with the Occupational Health and Safety Act, Regulation and Code;
- Proper installation and maintenance of Temporary Traffic Control devices;
- Site safety within and adjacent to the work zone;
- Ongoing compliance with all approved plans and permit conditions;
- Ensuring that workers and the public are protected from hazards arising from the work.

Contractors shall coordinate with adjacent property owners to identify the presence of private underground irrigation lines that are not locatable through standard utility locate services.

Any damage to private underground irrigation lines resulting from the work shall be repaired by the Contractor at their expense to a condition equal to or better than pre-construction.

Non-compliance will be addressed in accordance with Section 8 – Remedial Work & Enforcement.

6. Project Completion Package (PCP)

A PCP confirming compliance with all relevant City guidelines, standards, and regulations is required upon completion of the work.

Where final surface restoration cannot be completed due to seasonal limitations, interim PCP components shall be submitted once available, with final surface restoration documentation submitted upon completion.

The package shall be emailed to rowapplications@lethbridge.ca and must include:

1. Field photographs demonstrating compliance with approved horizontal alignment and installation depth (required at each alignment change and at project limits).
2. A marked-up drawing identifying all daylight holes and indicating where zero void flowable fill and/or compactible material was used.
3. Documentation of any approved field changes.
4. Backfilling compaction test results and/or zero void flowable fill tickets.
 - Compaction test results must clearly identify where the test was taken within the excavation zone.
5. Photographs of final surface restoration:
 - Asphalt and/or concrete:
 - Once completed by the City of Lethbridge; or
 - Included within the paving report under an approved QC Plan.
 - Gravel/grass:
 - Once completed by the Contractor.
6. Where dowels were required for private-to-private concrete restoration, photographs of dowels prior to concrete placement.

Any email submission containing PCP documentation shall include the utility owner, EXC permit number, and job number in the subject line.

The warranty period shall not commence until the Project Completion Package has been received and accepted.

7. Warranty

All excavations remain under warranty until December 31 of the second calendar year following final surface restoration.

The Utility Owner is responsible for all deficiencies arising from the excavation.

Remedial work will be required where any of the following conditions are identified:

- Settlement resulting in moisture being held or trapped;
- Any measurable settlement in concrete surface repairs;
- Daylight holes not properly restored;
- Cold mix remaining in place where permanent restoration is required;
- Cracking (including alligator/fatigue cracking) in asphalt repairs;
- Settlement exceeding 5 mm over 3 m for asphalt surfaces;
- Surface smoothness not meeting City of Lethbridge Asphalt Concrete Specification Section 05140 (5.6 – Smoothness);
- Any other surface deficiency attributable to the excavation.

Where deficiencies are identified, corrective action shall be completed within timelines specified by the City.

Failure to complete remedial work within the specified timeframe may result in the City undertaking repairs and recovering associated costs from the Utility Owner.

7.1 Pre-Warranty Inspection

For installations greater than 100 m (one block), a pre-warranty inspection at one (1) year from excavation completion is recommended and should be initiated by the Utility Owner or Contractor to identify potential deficiencies prior to final warranty inspection.

8. Remedial Work & Enforcement

Where ROW determines that remedial work is required due to an excavation, the Utility Owner shall rectify the condition within the timeframe specified by the City.

Where the condition is deemed to present an immediate risk to public safety or infrastructure, the Utility Owner shall have seven (7) calendar days to rectify the condition unless otherwise directed.

Non-emergency deficiencies shall be rectified within timelines specified by the City.

Notification to rowapplications@lethbridge.ca of intent to begin remediation and upon completion is required.

Where remedial excavation extends 0.3 m or greater below surface elevation, a valid Excavation Permit is required.

If corrective work is not completed within the specified timeframe, the City of Lethbridge may:

- Complete the work;
- Recover all associated costs from the Utility Owner; and/or
- Issue non-compliance fees in accordance with Section 10.

Repeated non-compliance may result in increased oversight, additional inspection requirements, suspension of permitting privileges, and/or escalation to senior administration.

9. General Conditions

The Contractor shall ensure the Excavation Permit is valid prior to commencing work and that a copy of the Permit is available on site at all times.

Excavation Permits will only be issued to contractors with Utility Owner approval.

The Contractor shall:

- Restore all excavated areas to pre-excavation condition or better;
- Ensure as-built information is updated to reflect final alignment referenced from PL, BOW, FOW, or BOC;
- Notify all affected service providers where applicable;
- Maintain unrestricted access and egress to businesses and residences unless written approval is obtained;
- Comply with all relevant City bylaws and regulations.

Survey monuments, legal pins, and property markers shall not be disturbed.

Contaminated Soil / Environmental Response

Where contaminated soil or suspected contamination is encountered, work shall cease immediately and the Contractor shall report the incident to the provincial environmental reporting line and notify the

City of Lethbridge Waste & Environment team. Work shall not resume until direction has been provided by the appropriate authority.

9.1 Permitting Requirements

All construction activities within the ROW Corridor must comply with these Excavation Guidelines and the approved Excavation Permit.

The City maintains a two (2) year no-cut moratorium on newly paved roadways and alleys unless otherwise approved.

10. Excavation Fees

All fees (including non-compliance fees) related to excavation work are billed to the Utility Owner.

10.1 Standard Permit Fees

1. **\$200 per single excavation** (up to a 20 m trench) and/or a hydrovac excavation hole, excluding City Transportation signs.
 - a. Typically includes one (1) Pre-Backfill Inspection and one (1) warranty inspection.
2. **\$400 per 100 m block** for unlimited excavations and/or hydrovac excavation holes, or for trenches over 20 m but under 100 m ($20\text{ m} < x \leq 100\text{ m}$), excluding City Transportation signs.
 - a. Typically includes one (1) pre-construction meeting, one (1) Pre-Backfill Inspection, and one (1) warranty inspection.

11. Additional Fees

The following additional fees may apply:

1. **Winter Work Fee:** \$100 per permit dated December 21 through March 20.
2. **Permit Revision Fee:** \$100 per revision.
3. **Late Application Fee:**

Applications that do not follow the required notice periods carry an additional fee equal to two (2) times the regular Permit cost to cover administrative processing costs, subject to ROW's ability to accommodate the construction schedule.
4. **After-Hours and Weekend Inspections:** \$200 per visit.
5. **Failed Site Visit/Inspection:** \$200 per visit.

11.1 Non-Compliance Fees

Non-compliance fees are issued to the Utility Owner under the following circumstances:

- a. Minor Non-Compliance

Fee equal to two (2) times the regular Permit cost.

Includes, but is not limited to:

 - i. Failure to obtain a Permit prior to excavating;
 - ii. Failure to obtain prior approval for work within a designated "no-cut" location.
- b. Major Non-Compliance

Fee equal to five (5) times the regular Permit cost.

Includes, but is not limited to:

- i. Failure to comply with the City of Lethbridge Excavation Guidelines;

- ii. Failure to comply with approved Issued for Construction (IFC) drawings.

11.2 Annual Contractor Meeting

Annual Contractor Meeting Fee: \$400

- a. Must be completed before any Excavation Permit is issued.
- b. Includes meeting room booking and up to 1.5 hours of time from Engineering Services.

This fee is waived for contractors who were issued a minimum of ten (10) Excavation Permits in the previous calendar year with no non-compliance issues on record.

12. Invoicing

All fees are invoiced to the Utility Owner.

Failure to remit payment may result in withholding of future permits.

13. Interpretation & Authority

ROW reserves the right to interpret and apply these Guidelines as required to protect public safety, municipal infrastructure, and the integrity of the Right-of-Way.

Nothing in these Guidelines relieves the Contractor or Utility Owner of their obligations under applicable legislation, bylaws, or approved Permit conditions.

The City of Lethbridge may amend these Guidelines from time to time without prior notice.

Users of these Guidelines are responsible for ensuring they are referencing the most current version.

Questions or Inquiries

For additional information regarding the Excavation Permit process, contact:

311 (403.320.3111)

Request Capital Planning & Engineering Services – ROW

Email: rowapplications@lethbridge.ca