CITY OF Lethbridge

Capital Planning and Engineering Services

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 (including environmental wells) within any part of a City of Lethbridge (City) owned Right of Way, Utility Right of Way (URW/Easement), or Public Utility Lot (PUL), herein collectively and/or individually referred to as the 'ROW'.

The intent is to ensure all stakeholders (primarily representing entities who own infrastructure within the ROW) can comment on proposals of new infrastructure installations 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 the permit applicant on behalf of the utility owner) for the purpose of a proposed forthcoming installation for above grade, at grade and below grade utility infrastructure, upon approving the drawing(s) provided.

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 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).

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.

Table of Contents

Questions? Please contact 311 (403.320.3111)
and ask to speak with Capital Planning and Engineering Services - ROW or email
rowapplications@lethbridge.ca

Application Process

Permit applications shall be made to Capital Planning and Engineering Services – ROW, by emailing rowapplications@lethbridge.ca or by calling 311 and asking to speak to Right-of-Way. All applications will carry a $150 non-refundable fee that is charged per submission. Upon ULA review, $150 will be deducted from the total cost of the ULA permit **but only** if drawing package submitted is a quality submittal and is ready for the full comprehensive review.

The Applicant shall submit the following information:

- Applicant's name, email address and phone number
- Utility owner, owner's project manager name, email address and phone number
- Billing reference number provided by the Utility owner (Purchase Order, etc.)
- Municipal address adjacent to the proposed installation
- Short description of purpose work
- Number of alignments and length of each
    a. An alignment is a continuous line in a continuous direction
        - A break in a proposal of 1 block or greater may require separate ULA application
- Number of vertical structures
- Drawing
- Field pictures, or aerial pictures / google pictures (if up to date) showing area of proposed work including at grade or above grade surface structures that will be in proximity
- Identify if project is a RUSH

Alignment Options

1. For new underground conduit (listed in order of preference):
    a. Utilities going together (joint projects, either by trenching or drilling) should always be considered and may be requested by the City.
    b. For short 'piece meal' runs of single utility installations or where a utility already has multiple alignments, over-digging an existing alignment may be required.
        i. A flow chart is available upon request to help determine when over-digging may be required.
    c. When existing shallow utilities are in proximity, the design should place the new utility location at an alignment off one existing utility with the separation between the two **equal to the strictest minimum allowable separation requirement**, as outlined in Separation Conditions.
        i. New telecommunications lines should always be adjacent to existing telecommunications lines when possible.
        ii. New electric lines should always be adjacent to existing electric lines when possible.
        iii. New natural gas lines should always be adjacent to existing natural gas lines when possible.
        iv. There should be no dimensions included from any other utility other than the one chosen for alignment.

    d. When no existing utilities are in proximity, the design should place the new utility conduit at an alignment starting off the property line (PL) inside a URW if one exists, or within the Road right of way if no URW exists.
        i. For utilities that carry no strict minimum allowable separation requirements, that separation from the PL starts at 0.15m.
2. For vertical structures (at-grade or above-grade):
    a. Structures shall be placed within the Road right of way when possible (not within URWs).
    b. Placement should match the PL offsets of any existing vertical structures located within the ROW (pedestals, pullboxes, vaults, etc.) along the same block.
        i. When no existing vertical structure is in proximity, the design should place the new structure at an alignment starting at 0.15m off the PL within the Road right of way or 0.15m BOW where a sidewalk is present.
    c. Minimum allowable separation requirements as identified in Separation Conditions are to be respected.
    d. Orientation should be the longer length side being parallel with the back of curb or PL.
3. For road crossings, alley crossings, boulevard crossings and/or turns:
    a. Shall be designed to be installed at 90° to curb or PL .

Drawing Requirements

For efficiency, drawings must be clear, concise, legible and have the following information:

1. Title bar (e.g. designer, project name, project address, job number, revision number & date, utility owner, contractor's project manager with contact information along with utility owner's project manager with contact information).
2. Legend to interpret the symbols used.
    a. Line type and weight to distinguish between existing and new, with line type for each utility identifiable without a colour print (for black/white printing).
    b. For drawing review purposes, the colours used to represent the existing utilities are to match the International Colour Code (see Figure 4).
        a. To represent the new proposed utility run, line colour is to be standard black or its colour code, with a unique dashed line type/weight
3. Legal property lines identified and URWs dimensioned (if adjacent to alignment).
4. Street names with parcel address.
5. All call-out notes, leads, etc., are to be standard black in colour.
6. Overdig alignments are to be clouded on the drawing with a call-out note included (and lead) identifying the run as an overdig.
7. For compliance with CSA mapping of underground infrastructure
    a. A back of walk (BOW), back of curb (BOC), property line (PL) or edge of asphalt (EOA) dimension (that will be updated in the field accordingly) for as-built purposes (for the accurate mapping of Underground Utilities).
6. All existing utilities (deep and shallow) and vertical structures in proximity (including utilities that will be crossed) shown as visual representations only.
7. Typical standard trench detail and/or drill profile, showing conduit depth.
8. Typical standard detail of any new vertical structures (with grade identified)
9. Abandoned and/or removed infrastructure (relevant to project).

10. If attaching to an overhead power pole from an underground alignment, riser detail required (See Figure 5)
11. North arrows (on main plan, within details that are not typical, within pictures, etc.)
12. A statement of work (to avoid a cluster of call-out notes; See Figure 6).
13. Additional details where warranted (e.g. new vertical structures require a detail showing its x , y alignment only; See Figure 7)
14. If utility proposal is within a park space, a note on the main plan is needed identifying the requirement for a Parks Access Permit.

NOTE: PARKS ACCESS PERMIT WILL BE REQUIRED PRIOR TO CONSTURCTION WITHIN PARK ZONE

Separation Conditions

Unless otherwise approved by the owner, all required clearances from existing facilities must be maintained and in line with the existing utility's standards (separation requirements are measured from *edge to edge* of the existing utility to the new utility, for a full 'unobstructed clearance'):

1. For all utilities, a 0.3m vertical separation when crossing existing lines is required (exception: high pressured pipelines - HP).
2. **City of Lethbridge Storm, Sanitary or Water**
    a. 2.0m horizontal separation while paralleling any Storm, Sanitary or Water facility (including hydrants, valves, etc.), except:
        i. Minimum 1.0m separation from the backside of any hydrant or catch basin only (as per typical standard diagram on page 9).
        ii. Minimum 1.0m separation from a curb stand.
3. **ATCO Gas**
    a. 1.0m horizontal separation while paralleling any ATCO Gas (that is not HP).
        i. 0.5m horizontal separation for the placement of vaults, pedestals, cabinets, etc.
4. **Lethbridge Electric Utility (LEU)**
    a. Primary
        i. 1.0m horizontal separation when drilling parallel to any primary cable.
        ii. 0.5m horizontal separation when any primary cable is fully exposed.
    b. Secondary
        i. 0.5m horizontal separation when drilling parallel to any secondary cable.
    c. Transformers and Switching Cubicles
        i. 1.0m horizontal separation from underground infrastructure.
        ii. 3.0m separation from the **opening/access side** for above ground infrastructure.
            - 0.75m separation from the other sides (for 1ph).
            - 1.25m separation from the other sides (for 3ph).
    d. Pedestals
        i. 0.6m clearance if placing any above ground utility adjacent to an above ground pedestal on access side of the pedestal.
    e. Junction Enclosures/Loop Boxes
        i. Minimum 0.15m horizontal separation when conduit is hydrovacc'd in.
        ii. Minimum 0.3m horizontal separation when conduit is drilled in.
    f. Overhead power poles and street light poles

        i. 0.6m horizontal separation from underground infrastructure (from poles/bases).
        ii. Crossing between poles and guy wires may be permitted, evaluated case by case.
5. **Telecommunications (Telus, Rogers, etc.)**
    a. 0.6m clearance if placing any above ground utility adjacent to an above-ground telecommunications pedestals on opening/access side of the pedestal.
6. **City of Lethbridge Transportation**
    a. 0.15m of unobstructed clearance from any public sidewalk/pathway to any vertically installed utility/infrastructure (e.g. ground water monitoring well, Little Lethbridge Library, pedestals, etc.).
    b. Shallow utility installations across paved roads must be completed by way of directional drill.
7. **City of Lethbridge Parks:**
    a. Unless approval by Parks, no open excavations, bore holes or at-grade/above-grade infrastructure are to be located within the drip line (under the branch canopy) or within 3m of the tree base (whichever of the two is the lesser distance).
    b. A Parks Access Permit may be required prior to construction, which includes an irrigation location service, if City irrigation lines are in proximity.

Approval Process

1. Upon acceptance of the drawing package, Capital Planning & Engineering Services will review the drawing package within fifteen (15) business days of receiving the application, pending capacity, prior to drawing circulation. The review will confirm that:
    a. The submission is complete (refer to *Drawing Requirements*).
        i. If pertinent information is missing, the drawing(s) will be returned to the Applicant and a revision will be requested.
    b. There are no obvious conflicts.
        i. If a conflict is found, the drawing(s) will be returned to the Applicant and a revision will be requested.
2. Drawing(s) are circulated electronically to all ROW utility stakeholders, including City of Lethbridge Water & Wastewater Department (Water, Storm, Sanitary), City Parks Department, City Transportation Department, Lethbridge Electric Utility (LEU), ATCO Gas, Bell Canada, Rogers Communications, Telus Communications, and City Fibre.
    a. The standard circulation period is fourteen (14) days.
    b. Comments received from the stakeholders are forwarded to the applicant if relevant.
        i. If a stakeholder identifies a conflict and proposes a resolution, it is reviewed and passed onto the Applicant for consideration (and if accepted by the Applicant, a revised drawing would be re-submitted).
        ii. If a stakeholder identifies a conflict without a proposed resolution, Urban Design facilitates a discussion to identify a resolution.
        iii. Permits are only issued when all potential conflicts are resolved.
3. Once circulation is complete with all potential conflicts resolved Capital Planning & Engineering Services will, within 10 business days, request an Issued for Construction (IFC) drawing from the Applicant.
    a. It is expected the IFC drawing be identical to the circulated drawing.

4. Capital Planning & Engineering Services will issue a ULA Permit within seven (7) business days of receiving the IFC drawings (pending capacity).
5. ULA Permits are valid for one year from the circulation expiry date.
    a. If excavation application has not been received with a start date before the ULA expiration date, a new ULA permit application is required.

General Conditions

1. An Excavation Permit is required prior to the installation of the new utility.
2. All required clearances from existing facilities must be maintained; refer to the *Separation Conditions* 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 15.0m 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). Email utilities_requestscanada@cpr.ca.
6. Any work within 5.0m of a City owned train rail requires approval from the City of Lethbridge Signals Department by calling 311 and asking to speak with the Signals & Streetlights Operations Manager.
7. Any work within 50.0m 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 Engineering Services.
8. Any approved new utility installation of an underground monitoring well within the ROW requires a copy of the groundwater monitoring report to be submitted once the report is complete.
    a. Prior to decommissioning an underground monitoring well contact 311 to speak with the Environmental Manager.
9. The City has a two (2) year no-cut moratorium for newly paved roadways/alleys.
10. Unless otherwise agreed 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 Utility Safe Partners (previously known as Alberta One-Call Corporation). All costs associated

with obtaining and maintaining membership with Utility Safe Partners shall be borne by the utility owner.

11. 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 to speak with the Corporate Land Administrator. If approval is granted, a URW/easement may be required.
    b. For public parcels owned by the Parks Department, contact 311 to speak with the Parks Infrastructure Coordinator. If approval is granted, a URW/easement may be required.
    c. For privately owned parcels (owned by an entity other than the City of Lethbridge), approval must be obtained by the property owner (where URW's are not present).

Typical Details / Figures

1. Example of a detail showing a transformer and/or switching cubicle being respected in terms of minimum allowable separation requirements, see FIGURE 1.
2. Example of a detail showing a deviation around the back of a hydrant, respecting the hydrant's minimum allowable separation requirements, see FIGURE 2.
3. Example of a typical trench detail (or a drill profile detail) showing the conduit depth with reference to the surface, see FIGURE 3.
4. International Colour Code for utility markings, see FIGURE 4.
5. Example of a riser detail showing the connection to an overhead power pole, see FIGURE 5.
6. Example of a Statement of Work, see FIGURE 6.
7. Example of a detail showing the placement of a new piece of vertical structure (e.g. vault, ped, etc), see FIGURE 7.

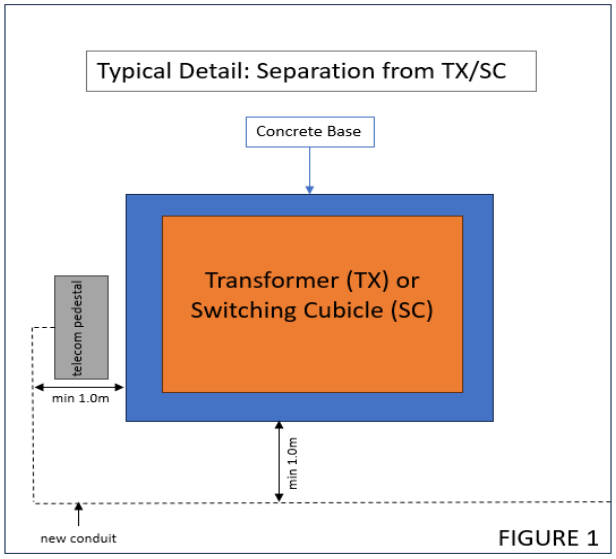

FIGURE 1

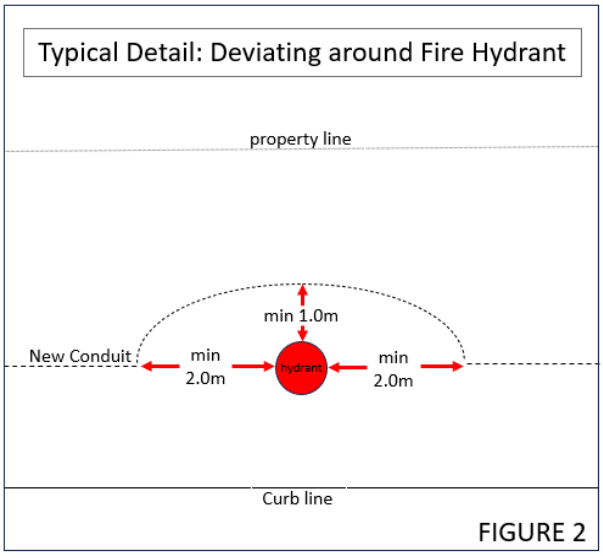

FIGURE 2

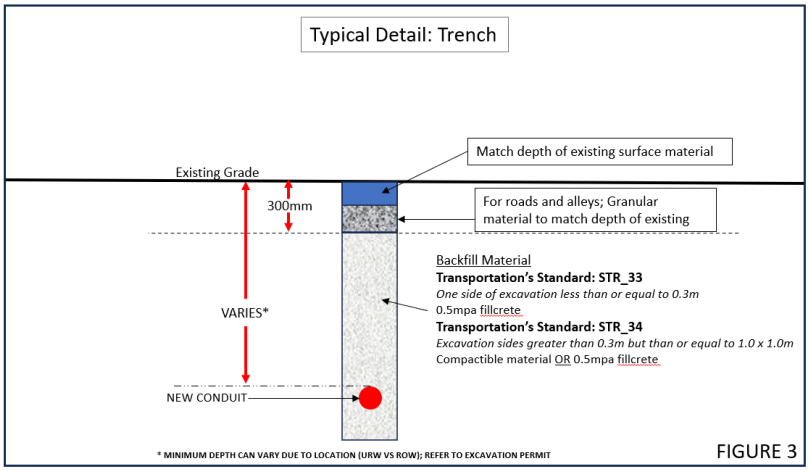

FIGURE 3

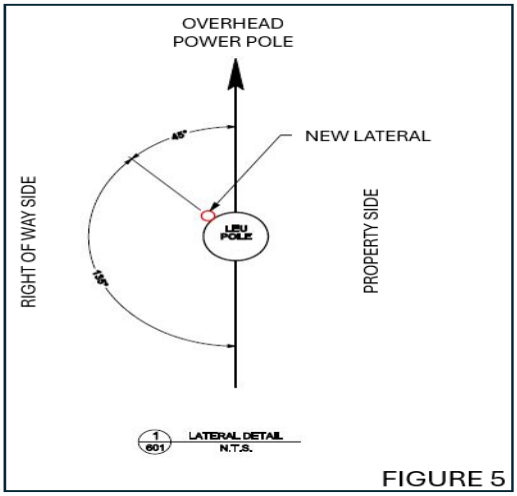

FIGURE 5

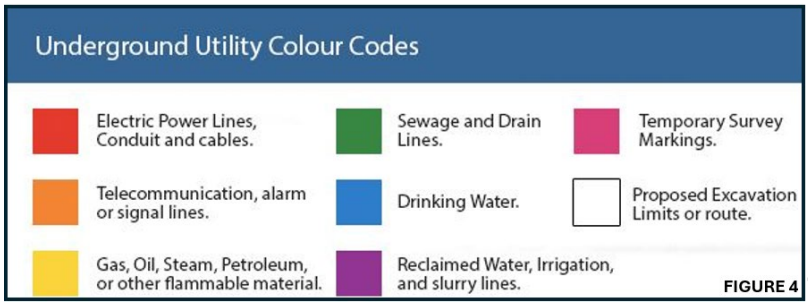

FIGURE 4

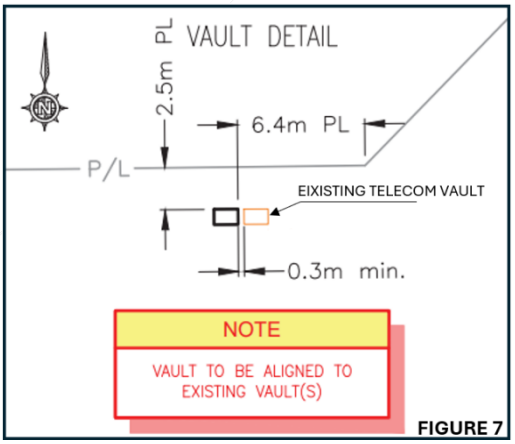

FIGURE 7

STATEMENT OF WORK	
WL1	INTERCEPT EXISTING 100mm DUCT
WL1-2	NEW 1-100 HDPE Pipe (22.0m); ROAD CROSSING IS DIRECTIONAL DRILLED
WL2	NEW SERVICE BOX (see typical detail & detail #1)
WL2-3	NEW 1-100mm PVC, 2-50mm PVC (53.0m)
WL3	NEW SERVICE BOX (see typical detail & detail #2)
WL3-4	NEW 1-100mm PVC, 2-50mm PVC (27.0m)
WL4	PEDESTAL REPLACEMENT (see typical detail & detail #3)
WL4-5	NEW 2-50mm PVC (24.0m)
WL5	STUB OUT 2-50mm PVC

FIGURE 6

Utility Location Assignment (ULA) Review Costs

1. Non-refundable application fee = $150
    a. Upon application acceptance, $150 will be deducted from the total cost of the ULA Permit **only** if the drawing package submitted is a quality submittal and is ready for the full comprehensive review.
2. New ULA permit proposals *(where 'x' represents the length of the new continuous utility line in a continuous direction)*:
    a. x <= 30m = $300.00
    b. 30m < x <= 300m = $600.00
    c. 300m < x <= 1000m = $1000.00
    d. If over 1000m, a separate price schedule will be discussed.
    e. Vertical Structures = $150.00 each
3. Permit revisions:
    a. A revision that does not require the drawing to be re-circulated = $100 per revision
    b. A revision that requires the drawing to be re-circulated; cost follows the 'New ULA permit proposal' guide in above 2.

Additional Fees

- RUSH applications carry an additional fee equal to two times the regular ULA cost, where expedited service and processing is requested by the utility owner and provided by Engineering Services.
- Designs submitted for the installation of infrastructure in newly developed areas, within 3 years of the FAC, carry a permit fee of three times (x 3) the standard permit fees.

Invoicing

All fees are billed to the utility owner.

It is the responsibility of those employing the use of this document, to ensure they have the most current and up-to-date version.

Questions? Please contact 311 (403.320.3111)
and ask to speak with Capital Planning and Engineering Services - ROW or email
rowapplications@lethbridge.ca