

# Excavation Permit Application

## Ground Disturbance within City Land



LLOYDMINSTER

<b>PROJECT INFORMATION</b>	Location				<b>OFFICE USE ONLY</b>	
	Type of Installation ( <b>ATTACH DRAWING</b> )					
<b>AREA OF REPAIR</b>	Development Permit #	Demo Permit #			Issued Permit #	
	Utility Line Approval #				Application #	
<b>APPLICANT INFORMATION</b>	Utility Company Name				Damage Deposit \$	
	Start Date	Completion Date			Receipt #	
<b>DECLARATION</b>	Roadway	Sidewalk	Gravel Alley	Curb & Gutter	Approved by	
	Median	Boulevard	Paved Alley	Trail	Issue Date	
<b>OFFICE USE ONLY</b>	Other				Expiry Date	
	Applicant Name					
Company						
Address				City		
Province			Postal Code			
Applicant Office Phone #			Applicant Cell #			
Applicant Email						
Field Representative						
Field Representative Office Number			Cell Number			
Field Representative Email						
By signing below, the Applicant agrees to be bound by the conditions/terms that accompany this Excavation Permit. <b>A NOTICE TO STOP WORK</b> will be issued by the Planning & Development Department for failure to comply with these Conditions						
Applicant Signature				Date of Application		
<b><u>PERMIT APPROVED BY CITY OF LLOYDMINSTER</u></b>						
NAME		TITLE				
SIGNATURE		DATE				
<b><u>INITIAL RESTORATION COMPLETED AND INSPECTED BY THE CITY OF LLOYDMINSTER</u></b>						
NAME		TITLE				
SIGNATURE		DATE				
<b><u>FINAL INSPECTION BY CITY OF LLOYDMINSTER (2 YEARS FROM DATE ABOVE)</u></b>						
NAME		TITLE				
SIGNATURE		DATE				

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act, and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.

**THIS EXCAVATION PERMIT SHALL BE KEPT ON SITE AT ALL TIMES**

6623 52 Street, Lloydminster AB/SK T9V 3T8 | P: 780 874 3700 | [www.lloydminster.ca](http://www.lloydminster.ca)  
Email: [permits@lloydminster.ca](mailto:permits@lloydminster.ca)



# EXCAVATION PERMIT CONDITIONS

CITY OF LLOYDMINSTER  
PLANNING & DEVELOPMENT

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## **SUMMARY OF CONDITIONS:**

- All utility locates (both Municipal ([www.lloydminster.ca/locates](http://www.lloydminster.ca/locates)) and shallow), and any other permits required to carry out the work are the responsibility of the Applicant.
- For any work within or adjacent to the roadway that requires road/lane closures, barricades, or detours, the Applicant must also apply for a Temporary Road Closure Permit ([www.lloydminster.ca/permits](http://www.lloydminster.ca/permits)).
- The Applicant is responsible to review the work location(s) **prior** to work commencing, and report any damages found to the City.
- The City must be notified two (2) working days prior to work commencing.
- All affected residents/businesses are to be notified by the Applicant a minimum of five (5) working days prior to work commencing. If the work is within a utility right-of-way, the application must be accompanied by written verification that the property owner acknowledges the notification.
- The Applicant is responsible for the restoration to its original condition of all damages resulting from the excavation within four (4) weeks of the completion of work, including but not limited to: pavement, sidewalks, curb and gutter, walkways, medians, landscaping, grass, trees and plantings. Disturbed areas must be continually maintained by the Applicant in a usable condition until they are suitably restored. In situations where the work is completed in the winter months, the Applicant shall complete a temporary restoration of the area within four (4) weeks.
- All restoration must be in accordance with these Conditions and the City's current Municipal Development Standards ([www.lloydminster.ca/devstandards](http://www.lloydminster.ca/devstandards)) for the appropriate item of work, and to the satisfaction of the City.
- The Applicant is responsible to remove all construction materials, construction waste, debris, survey lath, locate flags, and any other materials used in or produced by the execution of the work. Walkways must be cleaned of any spilled or deposited soil or materials resulting from the work or restoration.
- The Applicant is responsible to contact the City for an inspection following completion of restoration work. Where temporary restorations are completed, the Applicant is responsible to provide photographs to the City of the restored area(s).
- In the event the Applicant does not rectify any unsatisfactory restoration work in a timely fashion, or fails to maintain a restored area, or if a deficiency or defect is deemed to be a danger to public safety, the City may carry out the work, or arrange to have the work done, and the cost of such work will be borne by the Applicant.
- The Applicant is responsible for the maintenance of seeded and/or sodded areas until grass is established, and the restoration and repair of all deficiencies including settlement of pavement, concrete, or landscaping within a two (2) year period of the restoration being accepted as complete by the City.

## **SUPPLEMENTAL CONDITIONS:**

In addition to the standard conditions summarized above and described in detail within these Conditions, the Applicant must also abide by the following conditions specific to this Permit:

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## **GENERAL**

An Excavation Permit ("Permit") is issued under the authority of Excavation Bylaw 03-2023, as amended from time to time, and administered in accordance with Excavation Permit Policy 610-05. Permit Applicants ("the Applicant") who during any activities authorized by the Permit ("the Work") disturb, remove, damage, or destroy existing development on City of Lloydminster ("the City") property or within City easements are required to restore that development to its original or better condition. All restoration must be in accordance with these Conditions and the current edition of the City's Municipal Development Standards ([www.lloydminster.ca/devstandards](http://www.lloydminster.ca/devstandards)), and to the satisfaction of the City. Where these Conditions and the Municipal Development Standards differ, the Municipal Development Standards will govern. Within these Conditions, "the Applicant" includes any employees or agents of the Applicant, and any contractors or subcontractors hired by the Applicant. By applying for an Excavation Permit, the Applicant agrees to be bound by and adhere to these Conditions.

Before beginning the Work, the Applicant is responsible to review the location(s) of the Work and report, in writing, any existing damages (including surfaces in poor condition) to the City. If the Work starts before the Applicant's review for damages, or if no damages were reported to the City in writing, the City will deem that no damage was present before the Work started. Additionally, the Applicant must notify the City of the date work will start a minimum of two (2) working days in advance. For these Conditions, a working day is a day that the City's office staff are normally working.

## **SAFETY**

The City deems the safety of its residents to be of the utmost importance. The Applicant is required to take whatever actions are necessary to protect members of the public from any harm that may be caused or have the potential to be caused by their activities under the Excavation Permit.

Where the Applicant's operations occupy any part of a roadway, such that the movement of traffic may be impeded, the Applicant must provide flag persons to direct traffic around the work area. Where the work requires a partial or full closure of a roadway or laneway, the Applicant must provide all necessary signage, barricades, and flag persons to redirect traffic either around the work area or on a detour route.

Where the Applicant's operations would prevent the safe use of a walkway within a boulevard or green space, the Applicant must provide all necessary signage and barricades to safely redirect pedestrians around the work area until all hazards have been eliminated.

If any excavation needs to be left open at the end of the day where work will resume on a following day, it must be covered with a rigid sheet (e.g., plywood or a steel plate), and be marked off at the corners with lath and flagging. If the excavation is too large to be covered (i.e., larger excavations), and must be left overnight, the entirety of the excavation is to be enclosed with six foot (6') high steel safety fence prior to the Applicant leaving the site unattended, or otherwise secured to the satisfaction of the City. The steel safety fence must

display appropriate signage (e.g., "Caution Open Excavation"). Before demobilizing from a site, or where hole(s) or excavation(s) would be left open for more than seven (7) days, these holes or excavations must be backfilled with compacted fill.

The City reserves the right to immediately correct hazards which in the opinion of the City pose a danger to public safety or property or have not been corrected by the Applicant after twenty-four (24) hour's notice at the Applicant's sole expense.

## **DAMAGE DEPOSIT**

The Applicant must provide a damage deposit in the amount set out within the Development Fee Schedule Bylaw, and as administered in the Excavation Permit Policy, both as amended from time to time. The City reserves the right to immediately correct defects which, in the opinion of the City, pose a danger to public safety or property at the Applicant's sole cost and expense and to apply all or any portion of the damage deposit to the cost of correcting the deficiencies. Restoration work must be completed within one (1) year of the anticipated completion date stated in the application, or the deposit will be forfeited. Once the City has accepted the restoration work as complete, the deposit will be returned.

The City may, in its sole discretion, accept a Letter of Credit from the Applicant as security in place of a damage deposit for each application. This Letter of Credit must be with terms, and in an amount, acceptable to the City. This Letter of Credit must be renewed each calendar year. The value of the Letter of Credit may be increased or decreased to an amount that the City deems appropriate for the proposed work of the Applicant. In any case, this value will not be less than five (5) times the average damage deposit required for the Applicant's typical work within the City. If, at the end of the calendar year, all restoration work for the year has been completed, the Letter of Credit shall be returned. If restoration work remains to be completed, the Letter of Credit will be retained by the City until such time as the restoration work is complete to the satisfaction of the City.

## **INSURANCE**

The Applicant must provide and keep in force during the term of this Permit, and until the date of issue of the Final Acceptance of the restoration work, insurance policies acceptable to and approved by the City. The Applicant must provide a signed original copy of the Insurance Certificate. The Insurance Certificate must:

- include protection for the Applicant's contingent liability with respect to the activities of anyone involved with the Work, including contractors and subcontractors, and anything done pursuant to this Permit;
- be in a minimum amount of not less than five million (\$5,000,000) dollars per occurrence for coverage for General Liability for bodily injury, death, and damage to property;
- name the City of Lloydminster as an additional insured; and
- name the City of Lloydminster as a Certificate Holder, and not be capable of cancellation or material change without thirty (30) days written notice to the City of Lloydminster of such cancellation or material change.

This insurance certificate must be submitted to the City prior to beginning the Work.

**LOCATES AND APPROVALS**

It is the sole responsibility of the Applicant to have the appropriate locates of utility infrastructure (both municipal and shallow) completed, and to have all relevant Permits and/or approvals (including, but not limited to Development Permits, Demolition Permits, Building Permits, Temporary Road Closure Permits, and Utility Line Approvals, as appropriate), before beginning the Work.

The Applicant must apply for a Temporary Road Closure Permit for any Work within or adjacent to the roadway that requires road/lane closures, barricades, or detours.

**PUBLIC NOTICE**

Where the Work will occur adjacent to property not owned by the City, or on privately owned property within a utility right-of-way owned by the City, the Applicant must provide written notice to the owners of these properties a minimum of **five (5) calendar days** before the Work starts. Where the Work occurs within a utility right-of-way on privately owned property, the Excavation Permit Application must be accompanied by written verification that the property owner has acknowledged the Work taking place.

The presence of a utility right-of-way or easement does not in any way relieve the Applicant of its responsibility to seek property owner acknowledgement prior to commencing the Work.

**RESTORATION OF PAVEMENT, SIDEWALKS, CURBS AND GUTTERS**

The Applicant will be responsible for restoring, to its original or better condition, all damage to pavement, sidewalk, curbs, and gutters resulting from the Work. The damaged surface(s) must be restored to its original or better condition no more than four (4) weeks from the time the Work was completed, unless seasonal conditions do not permit the damage to be restored. Until the damage can be restored, the Applicant is responsible to continually maintain the disturbed area(s) in a condition that allows for their continued use (for example, topping up gravel or sand, replacing cold mix patches, and so on).

If, in the opinion of the City, the Applicant is not adequately equipped or knowledgeable to perform the required construction of paving and/or sidewalks, curbs and gutters, the City may request that the work be sub-contracted, at the Applicant's cost, to a qualified contractor who is acceptable to the City.

**Asphalt Concrete Pavement**

Where the Work requires existing asphalt concrete pavement to be excavated, the asphalt concrete pavement must first be saw cut in straight lines perpendicular and parallel to the road centreline. Shoring or trench boxes must be employed on the trench excavation to minimize the area disturbed. Where the excavation is around a manhole, the edge of the excavation must extend a minimum of one metre from the manhole barrel, to allow for adequate compaction. Where the edges of the saw cut

## EXCAVATION PERMIT CONDITIONS

asphalt pavement were damaged during the Work, they must be cut again prior to placing hot mix asphalt concrete pavement.

Where backfill is required to fill the excavation to the appropriate subgrade elevation, it must consist of native material placed in lifts not exceeding 150 mm in compacted thickness. Each lift must be thoroughly compacted to a minimum of 100% of Standard Proctor Density (SPD) to the bottom of the subgrade elevation. If the native material is unsuitable, the Applicant must import suitable material at the Applicant's cost and to the satisfaction of the City. If concrete fill is used as backfill due to insufficient quality native backfill material, it must be consolidated using a pencil type vibrator and finished with a wooden trowel.

The thickness of the granular base course associated with the restoration of the asphalt concrete pavement structure must match the thicknesses of the adjacent existing granular base course structure, or be a minimum compacted thickness of 300 mm, whichever is greater, and must consist of a 20 mm (3/4") crushed granular in accordance with the City's Municipal Development Standards, compacted to 100% of SPD.

The thickness of the hot mix asphalt concrete pavement must match the thickness of the adjacent hot mix asphalt concrete pavement, or be a minimum compacted thickness of 120 mm, whichever is greater, and be placed and compacted to 98% SPD in lifts of no less than 40 mm and not greater than 75 mm of compacted thickness. Hot mix asphalt concrete pavement shall consist of the City's Type S1 in accordance with the City's Municipal Development Standards. No placement of hot mix asphalt concrete pavement will be permitted after September 30<sup>th</sup> of any year without written permission from the City. In the event seasonal conditions delay the permanent restoration of the driving surface, a temporary surface consisting of cold mix asphalt concrete pavement must be placed and maintained, at the Applicant's cost, until the permanent surface is placed. Where this is the case, the four (4) week period in which repairs must be made will be considered to have commenced on the following June 1<sup>st</sup>.

### **Curb and Gutter**

Concrete curb and gutter must be replaced to match the existing structure and slopes. The existing curb and gutter must be saw cut perpendicular to the gutter alignment and removed entirely, leaving no damaged edges. The granular base for the concrete must consist of a 20 mm (3/4") crushed granular in accordance with the City's Municipal Development Standards, compacted to 100% of SPD. In the scenario where existing pavement must be removed to facilitate the installation of the concrete curb and gutter, concrete fill must be placed adjacent to new gutters or curbs to replace the pavement structure removed to accommodate the setting of forms. All loose material, mud, and water must be removed from the excavation prior to placing any concrete fill. The concrete fill must be placed to within 75 mm of

the finished pavement surface, consolidated using a pencil type vibrator and finished with a wooden trowel. Hot mix asphalt concrete pavement must be placed onto the concrete fill and compacted to complete the pavement structure. Concrete fill will not be permitted to be used in lieu of hot mix asphalt concrete pavement for surface restorations. All pavement removed to permit the setting of concrete forms shall be saw cut parallel to the gutter alignment.

Concrete for the curb and gutter must be Type HS in accordance with the City's Municipal Development Standards. Reinforcing steel must be installed continuous in all replacement sections. The concrete surface must be sprayed with an approved curing compound. See City of Lloydminster Municipal Standard Drawings 2-100, 2-101, and 2-102. The concrete forms for the curb and gutter must be inspected by City staff **prior** to the pouring of concrete. No placement of concrete will be permitted after September 30<sup>th</sup> of any year without written permission from the City. If seasonal conditions delay the restoration of the concrete curb, a temporary curb of cold mix asphalt concrete pavement must be placed and maintained at the Applicant's cost until the permanent curb is placed. Where this is the case, the four (4) week period in which repairs must be made will be considered to have commenced on the following June 1<sup>st</sup>.

If the curb and gutter is removed on the corner of an intersection where there is no existing curb ramp, the Applicant must notify the City to request the installation of a curb ramp. In this instance, the Applicant is responsible only for the cost of the replaced curb and gutter. Alternatively, the City may request the Applicant to install a curb ramp to the City's specifications, and provide compensation to the Applicant.

### **Sidewalk**

Concrete sidewalk must be replaced to match the existing structure. The existing sidewalk must be saw cut along joints and entire panels removed, leaving no damaged edges. Under no circumstance is the Applicant permitted to remove partial panels. Concrete for the sidewalk must be Type HS in accordance with the City's Municipal Development Standards. Reinforcing steel must be installed continuous in all replacement sections as well as doweled into the adjacent concrete structure unless directed to otherwise by the City. Any removed subgrade must be backfilled using 20 mm (3/4") granular base in accordance with the City's Municipal Development Standards, compacted to 100% of SPD. Sidewalks must be sloped toward the curb and gutter at a minimum crossfall of 2% and a maximum crossfall of 4%. See City of Lloydminster Municipal Standard Drawings 2-105, 2-106, and 2-107. The concrete forms for the sidewalk must be inspected by City staff **prior** to the pouring of concrete. The concrete surface must be sprayed with an approved curing compound.

Sidewalks crossing lanes or commercial driveways must be a minimum thickness of 180 mm.



If seasonal conditions delay the restoration of the sidewalk, a temporary sidewalk of cold mix asphalt concrete pavement must be placed and maintained at the Applicant's cost until the permanent sidewalk is placed. Where this is the case, the four (4) week period in which repairs must be made will start on the following June 1<sup>st</sup>.

**BOULEVARDS, GRASSED AREAS and LANDSCAPED AREAS**

The Applicant is responsible to inspect grassed or landscaped work sites prior starting the Work, and to notify the City of any existing damage or poor vegetation within or adjacent to the Work area(s). All excavations in these areas must be backfilled prior to leaving the site, including hydrovac holes. These areas must be restored within four (4) weeks of the Work being completed. If seasonal conditions do not permit these areas to be restored (typically after October 15<sup>th</sup>), the four (4) week period in which repairs must be made will start on the following June 1<sup>st</sup>, unless otherwise approved by the City.

All filled excavations, particularly if filled during frozen conditions, must be regularly monitored for settlement, and be re-filled as needed until the final surface restoration is completed.

Grassed areas that become rutted or exhibit damaged grass following the Applicant crossing them with vehicles or equipment, or using them for a lay-down area, must be top dressed with a minimum depth of 50 mm of topsoil and then seeded as described below.

**Naturally Grassed Areas and Boulevards**

The Applicant must restore any naturally grassed area or boulevard damaged during the work. All fill material placed within these areas must be compacted to a minimum 95% SPD. Topsoil must be spread and lightly compacted to a minimum depth of 100 mm and a maximum depth of 150 mm over all those areas where the grass has been damaged or destroyed. Topsoil must be leveled and smoothed and graded to match the existing drainage contours. All grassed areas must be restored with sod or seed as approved by the City. Where seed is used, it must be applied at a minimum rate of 3.5 kg per 100 m<sup>2</sup>, raked into the soil after application. After the seeded area has been raked, all seeded areas are to be rolled with a light turf roller. The Applicant will be responsible to restore all perennial plantings or landscaping features (such as mulch, and landscaping rock) damaged during the Work.

**Landscaped Areas**

If the Applicant disturbs landscaped areas outside of a road right-of-way (such as lawns, golf courses and parks), the backfill and topsoil must be replaced as above, with a minimum topsoil depth of 150 mm. The Applicant must then install sod in all areas where the grass has been damaged or destroyed.

**Trees and Shrubs**



Where trees or shrubs must be displaced, approved horticultural techniques will be applied in removal and replacement. Replacement plantings must be acceptable to the City.

**Erosion and Sedimentation Control**

It is the responsibility of the Applicant to review the areas to be restored and determine whether erosion and sedimentation control Best Management Practices (BMPs) are required to prevent erosion of soils placed during restoration until grass is established (typically in sloped areas, and drainage courses). The Applicant is encouraged to consult with the City if it is unclear whether BMPs would be required or not. If, in the evaluation of an area that is to be or has been restored, the City deems it necessary that BMPs are placed, the Applicant must place the appropriate BMPs at their cost. The Applicant is responsible to monitor and maintain the BMPs during the warranty period, and restore any areas where placed soils have eroded, whether BMPs were placed or not. The Applicant is responsible to remove any temporary BMPs at the end of the warranty period, unless otherwise directed by the City.

**CLEAN-UP**

The Applicant is to leave all areas occupied during the execution of the Work in a clean, tidy condition, similar or better to that when the Work commenced. All construction materials, construction waste, debris, survey lath, locate flags, and any other materials used in or produced by the execution of the Work must be removed, and walkways cleaned of any spilled or deposited soil or materials resulting from the Work or restoration.

**SEASONAL ACCEPTANCE**

In the event seasonal conditions delay the permanent restoration of a surface, the Applicant must provide photographs of the temporary restoration to the City. The Applicant must correct any deficiencies in the temporary restoration work to the satisfaction of the City. Once the City has accepted the temporary restoration work as complete, the City will issue a seasonal acceptance of the work.

**INSPECTION**

All construction or excavation work by an Applicant in the City may be inspected by the City or an authorized representative. The Applicant must permit access to all work by City inspectors and must cooperate with City inspectors. All final restoration work must be inspected and accepted by the City, and the Applicant must correct any deficiencies in the restoration work to the satisfaction of the City. Once the City has accepted the restoration work as complete, the deposit will be returned.

**WARRANTY PERIOD**

The Applicant will be responsible for the repair of all deficiencies within the restored area(s) over a two-year period, initiating upon the City's acceptance of surface restorations, and is responsible to maintain landscape restorations until the seed and/or sod is established. Deficiencies include but are not limited to:

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- settlement of any restored surface;
- cracking or deterioration of asphalt or concrete; and
- insufficient growth in landscaped areas.

If any deficiencies are found, the City will notify the Applicant. The Applicant must complete any remedial deficiency work within **fifteen (15) business days** upon receiving written notification from the City. If the Applicant fails to correct any deficiency within this time, the City may take all necessary steps to correct the deficiency at the Applicant's sole cost and expense; the City reserves the right to immediately correct defects which in the opinion of the City pose a danger to public safety or property.

### **INDEMNITY**

The Applicant agrees to indemnify, save harmless and forever discharge the City, its elected officials, employees, contractors, agents and representatives from and against any and all manner of actions, causes of action, claims, debts, suits, loss, costs (including legal costs on a full indemnity solicitor and own client basis), demands and promises whatsoever, whether known or unknown, which the Applicant or any other person or entity may now or at any time have by reason of the issuance of the Excavation Permit and the restoration work contemplated herein including, without restricting the generality of the foregoing, a claim for loss or injury to persons or property due to the Applicant's negligence or failure to comply with any condition of the Excavation Permit. The Applicant's indemnity shall extend to, and the Applicant shall be solely responsible for, any and all acts and omissions of the Applicant's officers, employees, contractors, and agents, and shall survive the expiry or termination of the Excavation Permit.