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# EXCAVATION PERMITS

## APPLICANT GUIDE

March 2023

Planning

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## Excavation Permit Applicant Guide

This guide is intended to assist those applying for Excavation Permits (the Applicant) in understanding the process from making an application through to the end of the warranty period. The application form, including the Excavation Permit Conditions, can be found on the City of Lloydminster's (City's) website at [www.lloydminster.ca/permits](http://www.lloydminster.ca/permits).

Applicants are strongly encouraged to review the Excavation Permit Conditions prior to making an application, so that they understand their obligations and responsibilities under the permit. Any questions relating to Excavation Permits can be directed to the City at [permits@lloydminster.ca](mailto:permits@lloydminster.ca) or by calling 780-874-3700.

This guide is not intended to be a substitute for reading and understanding the Excavation Permit Conditions.

## Prior Approvals

Before an Excavation Permit can be applied for, the work must have been previously approved by the City. This approval is commonly provided through a Development Permit, a Demolition Permit, or a Utility Line Approval. The associated approval number must be provided as part of the application, so it is important to request this number from whomever is requesting the work.

The exception to this is minor work for maintenance or repairs. This would include activities such as replacing a pedestal or a pole, where the ground disturbance is limited to a small area. For work of this nature, the Applicant will enter "N/A - Maintenance" as the Utility Line Approval number.

## Drawings

All applications for an Excavation Permit must be accompanied by drawings showing the location and extents of the work. Typically, this will be the drawings from the prior approval. For some work, such as municipal service abandonments and maintenance work as described above, there may be no drawings. In these cases, a sketch of the area must be provided showing the location of the work. An excellent resource for this sketch is the City's online map, which can be found using the link [geo.lloydminster.ca/portal/home](http://geo.lloydminster.ca/portal/home). Other online maps, such as Google Maps or Bing Maps, can also be used.

## Using the City's Online Map

On the main page, click External Web App. Zoom in on the map to the location where the work is taking place. Addresses can be searched in upper left corner of the screen. In the upper right corner of the screen, click the Layer List icon, as shown in Figure 1. Click the small arrow beside "External Map" to open the layer list. Tick the box beside "Underground Utility" to show the City's utility lines. Tick the box beside "Aerial\_Photo\_2019" to show the air photo of the City.

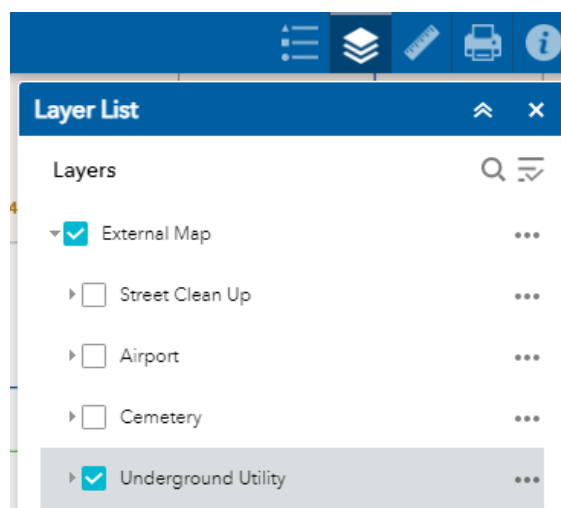


Figure 1 - Legend

Take a screen capture of the area of interest (in Windows this is simplest using the Snipping Tool) and insert it into editing software such as Word. Sketch and describe the area of work. An example is shown in Figure 2. To remove unwanted information such as the roll number or lot dimensions, simply untick the relevant boxes under “Parcel Information”.

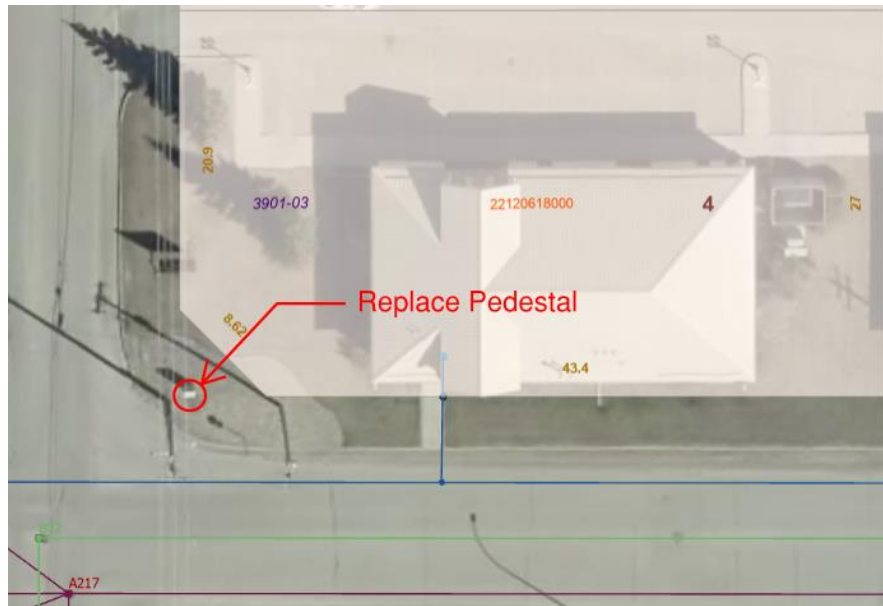


Figure 2 – Sample pedestal replacement sketch

## Work Within Private Property

Where any part of the work is taking place in an easement on private property, the City requires that the property owner confirms that they are aware of the work that will be taking place. This can be in the form of an email or letter. This is not required in situations where the owner of the property has requested the work, for example a lot being connected to a service.

## Fill in the Form

### *Project Information*

- Fill in the location of the work. Where possible, include a civic address.
- Briefly state the type of installation (for example, pole replacement, directional drilling, municipal service installation, etc.).
- Provide the associated approval number. For maintenance work, enter “N/A Maintenance”.
- Provide an estimated start date and completion date for the work that will or may cause a ground disturbance or surface damage.

### *Area of Repair*

- Check all boxes that apply to the types of surfaces that are anticipated to be damaged or disturbed through the course of the work.
- Use the “Other” box to describe areas not covered by the check boxes.

### *Applicant Information*

- Fill in contact information for the person making the application.
- Fill in contact information for the field representative for the work.

### *Declaration*

- Read and understand the Excavation Permit Conditions as they apply to the work.

- Sign and date the form.

**IMPORTANT:** by signing the application, the person or company applying for the Excavation Permit becomes responsible for **all** aspects of the Conditions of the Excavation Permit as they apply to the work. This includes repairing surface damage after the work is done, maintaining any temporary surface restorations, and any maintenance or repairs during the two (2) year warranty period, regardless of who may complete the restoration work.

## Conflicting Work Sites

Where an application for an Excavation Permit is made, and the areas of work include those under another Excavation Permit that has not had a final inspection, the Excavation Permit application will be refused. This is to prevent disputes between Applicants as to who has responsibility for surface damages in any given work area.

## Submission and Approval

Send the completed Excavation Permit application, along with the drawings, any other supporting documentation, and the insurance certificate described in the Excavation Permit Conditions to [permits@lloydminster.ca](mailto:permits@lloydminster.ca). Excavation Permits are typically processed within two (2) working days of the application.

## Fees and Deposit

Once the City has verified the application is complete, payment of the administrative fee and damage deposit will be requested. Once these have been paid, the City will email the completed permit to the Applicant. The current amount of the fees and deposit can be found in the City's Development Fee Schedule Bylaw on the City's website at [www.lloydminster.ca/bylaws](http://www.lloydminster.ca/bylaws). Note that the restoration work must be completed within one (1) year of the completion date provided on the application, or the deposit will be forfeited.

## Letter of Credit as Security

Where an Applicant has procured a large amount of work within the City over the course of a year, they may find it advantageous to provide the City with an Irrevocable Letter of Credit (LoC) instead of multiple deposits. In these instances, the amount of security will be negotiated with the City, however it will not be less than five (5) times the deposit for the Applicant's typical work. Where the Applicant's typical work includes roadway excavation, the amount will be five (5) times the roadway excavation deposit. LoCs will be accepted for all work within any given calendar year and must have terms satisfactory to the City.

## Public Notice

A minimum of five (5) working days before the work commences, applicants must notify all residents and/or businesses that may be affected by the work taking place. Two (2) working days before the work starts, notify the City's Planning Department, unless application was made two (2) working days before.

## Pre-Inspection

Applicants are responsible to review the work location(s) prior to work commencing for any existing damage, including surfaces in poor condition. Where damage is found take photographs and report the damage or surfaces in writing to [permits@lloydminster.ca](mailto:permits@lloydminster.ca). Include the location(s) reported, the photographs, a description of the issues found, and the Excavation Permit number in the email. If work starts before the Applicant's review for damages, or if no damages were reported to the City in writing, the City's inspector will assume any damage found was caused by the Applicant's activities.

## 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 the Applicant's activities under the Excavation Permit. The Applicant is responsible to ensure that pedestrians and vehicles are safely diverted around the work area, and to protect the public from any hazards resulting

from the work until the disturbed surfaces can be repaired. Any excavations or holes must be backfilled prior to the Applicant moving on to another work location.

Any concerns brought to the Applicant by the City regarding a danger to public safety related to the Applicant's work must be promptly corrected. 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.

## **Restoration**

Once the ground disturbing work is complete, the Applicant is obligated to restore the damaged areas to their original condition or better within four (4) weeks. Details regarding the City's requirements and standards for restoring surfaces can be found in the Excavation Permit Conditions, review those that are related to the work. If seasonal conditions do not permit the surfaces to be restored, temporary measures must be put in place, as described in the Excavation Permit Conditions, and maintained until the surfaces can be fully restored.

Once final restorations are complete, contact the City for an inspection, as described in the approval letter for the Permit. While it is encouraged to attend the inspection, it is not mandatory. If any deficiencies are found, the Applicant must correct the deficiencies, and notify the City once complete for a re-inspection. Once a satisfactory inspection is completed, the City will issue an Inspection Acceptance, and the two (2) year warranty period will commence from the date of the satisfactory inspection.

If seasonal conditions require temporary restorations, take photographs of all restored areas, and send them to the City, as described in the approval letter for the Permit. The City will review the photos, and if any deficiencies are found, the Applicant must correct the deficiencies and send photos of the corrected work. Once accepted, the City will issue a Seasonal Acceptance. Where a Seasonal Acceptance is issued, the surfaces must be restored within four (4) weeks after the upcoming June 1st. Once final restorations are complete, contact the City for an inspection as described above.

## **Return of Deposit**

Once an Inspection Acceptance has been issued, the damage deposit will be returned, less any costs the Applicant was obligated to pay to the City.

## **Return of Letter of Credit**

Once an Inspection Acceptance has been issued for all work completed over the calendar year, the LoC will be returned, less any costs the Applicant was obligated to pay to the City. Where any Seasonal Acceptance is issued, the LoC will be held by the City until all Inspection Acceptances are issued.

## **Warranty**

The Applicant must provide a two (2) year warranty to the City against settlement or other failure of the restored surfaces. This warranty is exclusive of any other warranty that the Applicant may provide in relation to the work that was completed. At the end of the warranty period, the City will inspect the restored areas for deterioration and/or settlement. If any deficiencies are found, the Applicant must correct the deficiencies, and notify the City once complete for a re-inspection. Once a satisfactory inspection is completed, the City will issue a Final Acceptance of the restoration work, and the warranty period will be deemed to be concluded.

## **Enforcement**

If the Applicant fails to meet any of their obligations under the Excavation Permit Conditions, the City may act to correct any deficiency. The costs incurred by the City will first be drawn from the deposit or LoC provided by the Applicant, with any remaining amount owing invoiced to the Applicant. The Applicant must pay any balance owed to the City to be eligible to apply for future Excavation Permits.