



## Urban Design and Management | Planning & Design

# STREET USE GUIDELINES & PERMIT APPLICATION REQUIREMENTS

## Introduction

A Street Use Permit (Permit) is required for the temporary use of City of Lethbridge (City) owned Right of Way (ROW) for something other than its intended purpose. The Permit process has been developed to allow for full or partial closures within the ROW to enable residents, contractors, movers, businesses, etc. to utilize a portion of the ROW for a specific duration.

The intent is to ensure that the public ROW is only occupied when the work cannot take place solely on private property in order for work to be completed safely and efficiently, while minimizing the impact to businesses, residents and property owners.

- For excavation work, refer to the *Excavation Guidelines*.
- For special events, please call 311 (403.320.3111) and ask to speak to the Recreation and Culture Facility Programmer, or refer to the *Special Events Conditions of Use* document and *Special Events permit*.
- For outdoor patios, refer to the *Outdoor Patio Guidelines*.
- For street vending, refer to the *Street Vending Guidelines*.

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.

## Purpose

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

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

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

## Associated Activities & Street Use Types

Street Use Permits allow for activities to take place or the placement of various items that, under normal circumstances, would not be located within or affect the use of the ROW. Examples include:

- Placement of demolition bins, moving containers, scaffolding, demolition or construction materials, equipment, etc.
- Monitoring of environmental wells
- Window washing
- Lifting of materials using a ladder, hoist or crane
- Temporary parking of an unattached construction trailer

Types of Street Use include:

- Road Closure – the partial or full closure of a Roadway
- Alley Closure – the partial or full closure of an Alley
- Sidewalk/Pathway Closure – the partial or full closure of a Sidewalk/Pathway
- Placement of a Demolition Bin / Moving Bin / Material Stockpile / Unattached Construction Trailer
- Material laydown or staging area within the ROW

## Application Process

Permit applications shall be made, at least three (3) business days' in advance, to the City of Lethbridge Infrastructure Services Department:

- Phone 311 (403.320.3111) and ask to speak to a ROW Coordinator
- Email: [rowapplications@lethbridge.ca](mailto:rowapplications@lethbridge.ca)

The Applicant shall submit the following:

- Detailed plan, including:
  - Description of the work planned or materials being stockpiled
  - Start date and end date
  - Location, including an address or street name
  - Traffic accommodation plan (only required if motor vehicles and/or pedestrians are affected) compliant with the City of Lethbridge Temporary Traffic Control (TTC) Manual. To arrange for traffic control, contact the Traffic and Signs Coordinator at 403.315.1508.
- A valid copy of the contractor or bin owner's general commercial liability insurance with the City of Lethbridge listed as an "Additional Insured", with a minimum of \$2,000,000 coverage.
- Contractor or bin owner's name and contact information (if applicable)
- On-site contact name and phone number.
- Billing information including contact name, phone number, mailing address, and email address.

If approved, a copy of the Permit will be emailed to the Applicant.

It is the Applicant's responsibility to determine whether public services will be affected and to notify the service provider prior to the commencement of the work. These services include but are not limited to:

- Waste & Recycling (commercial or residential)
  - Waste & Recycling Foreman: 403.320.4149 or 403.320.3139

- Collection schedule: <http://www.lethbridge.ca/living-here/Waste-Recycling/Pages/Automated-Waste-Collection.aspx>
- Lethbridge Transit
  - Transit Operations Coordinator: 311 (403.320.3111)
  - Transit routes and schedules: <http://www.lethbridge.ca/living-here/getting-around/Transit/Pages/RoutesSchedules.aspx>
- Emergency Medical Services (EMS)
  - EMS only need to be contacted when the roadway is impassable
    - The attached public service announcement (PSA; sheet 7 of 7 in this document) must be completed and emailed to [rowapplications@lethbridge.ca](mailto:rowapplications@lethbridge.ca) a minimum of 2 business days in advance of closure.
- Canada Post
  - Delivery Planner: 403.974.2000 ext. 42106

If the location changes or the work zone is expanded after a Permit has been issued, contact a ROW Coordinator as soon as possible with all updated information.

## General Conditions

1. It is the Applicant's responsibility to ensure that their Permit is valid prior to the placement of any materials or equipment, and that a copy of the Permit is on site at all times.
2. Any arterial or collector road closure requires a Public Service Announcement (PSA) to be issued by the City. The Applicant is to ensure the PSA form is filled out and emailed to [rowapplications@lethbridge.ca](mailto:rowapplications@lethbridge.ca) a minimum of 2 business days in advance of closure.
3. Any subcontractors doing work on behalf of the Applicant within the work zone must be listed on the Permit. Contractors that are not listed on the Permit will shall apply for their own Permit. Failure to do so will be in contravention of the Streets Bylaw.
4. Any work planned, including but not limited to, placement of equipment and/or machinery operation within 15 meters (50 feet) of a rail line requires approval from the Canadian Pacific Railway (CPR) as well as the City prior to construction, and may require a crossing and/or proximity agreement.
  - a. CPR Contact: Graeme Dales 403.319.3831 ([Graeme\\_dales@cpr.ca](mailto:Graeme_dales@cpr.ca))
  - b. City Signals Department by calling 311 (403.320.3111) and asking to speak with the Senior Electrician

## Placement of a Demolition Bin, Moving Bin, Material Stockpile, or Unattached Construction Trailers

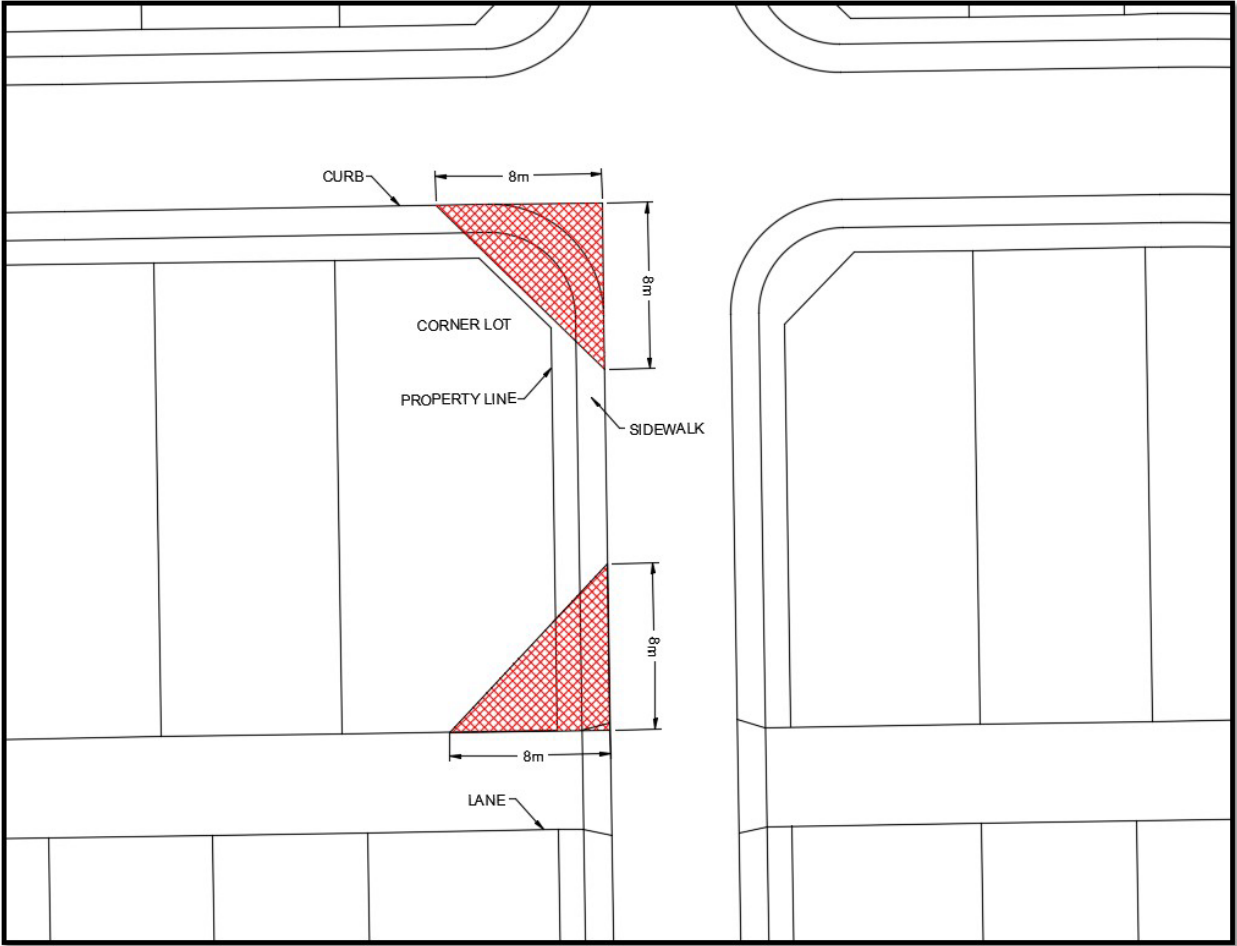
1. Permits are only issued for a maximum of 7 days within a 14 day period.
2. Only item(s) placed within the ROW require a Permit.
3. If the Waste & Recycling Centre is closed due to high winds, the Permit will be extended until it is re-opened at no additional charge.
4. Any item(s) placed within the ROW must:
  - a. have retro-reflective tape on the corners or they shall be marked with traffic pylons.
    - i. if pylons are used, daily monitoring is required
  - b. be placed adjacent to the Applicant's property only, unless otherwise approved

- c. be removed and the site fully restored/cleaned up prior to the Permit expiration.
  - d. not encroach into a travel lane, pathway or sidewalk.
5. If an item, excluding unattached construction trailers, is placed and removed the same day, all fees associated to the Permit are waived.
  6. Unattached construction trailers must be insured and secured by way of wheel chocks.

## Safety Requirements

1. The work must comply with the current City of Lethbridge Temporary Traffic Control (TTC) Manual, which can be found online at [www.lethbridge.ca/ttcmanual](http://www.lethbridge.ca/ttcmanual).
  - a. Peak hour traffic typically occurs from 7 a.m. to 9 a.m. and from 3 p.m. to 6 p.m. Monday to Friday. During these times, construction work and/or traffic disruption is not permitted on arterial and major collector roads except in cases of emergencies or with prior approval from the Traffic Engineer.
  - b. For partial road closures, a minimum unobstructed clearance of 3 meters (9 feet 10 inches) is required at all times for each direction of traffic flow.
2. A minimum clearance of 1.8m (6') of sidewalk for pedestrian movement must be maintained at all times.
  - a. In situations where this cannot be achieved, a full sidewalk closure is required. Parking stalls adjacent to a sidewalk closure must also be closed to the public.
3. Workers must be familiar with limits of approach when working around overhead cables. Orientation can be supplied by Lethbridge Electric Utility if required by calling 311 (403.320.3111) and asking to speak with an electric foreman.
4. The Applicant is to contain and maintain their own safe work area within the temporary traffic controlled area.
5. The safe work zone shall be properly defined with a physical barrier (e.g. barricades, fencing).
6. When working overtop of a sidewalk (e.g. window washing, lifting using a ladder, hoist or crane) certified flag persons are required to control pedestrian traffic.
7. If the work requires the closure of a Regional Pathway, an approved mobility-friendly pedestrian detour must be provided.
8. When two or more contractors are working within the same temporary traffic controlled area, all must communicate with the first one approved to be on site, prior to starting construction.
9. No building emergency exits or fire lanes may be blocked.
10. If the Applicant is working on the façade of a building at a height greater than 1.82m (6') above the established elevation, measured from the top of the curb where there is a sidewalk or from the level of the crown of the roadway where there is no sidewalk, approval must be obtained by a City of Lethbridge Safety Codes Officer prior to a Permit application, by calling 311 (403.320.3111).

11. No item, with a height greater than 1.0m (3'3") above the established elevation, measured from the top of the curb where there is a sidewalk or from the level of the crown of the roadway where there is no sidewalk, shall be placed within a triangle formed on a corner site by the way of two curb lines adjoining an intersection, including an alley intersection, and two points located 8m (26'3") from the said corner where the curb lines meet (please refer to diagram below):



**Operational Requirements**

- 1. Unimpeded access and egress to all businesses and/or residences, including private garages and parking pads, must be maintained at all times unless written approval has been obtained from the affected business or resident. This written permission must be submitted with the Permit application.
- 2. For Permit requests within the Downtown, permission from the Downtown BRZ office is required.
- 3. For Permit requests adjacent to any business and/or residence, the Applicant must deliver a letter to those affected. The letter shall include:
  - a. A description of the work taking place

- b. Anticipated duration
- c. Site contact information including phone number and email address

The letter must be reviewed by your City contact prior to delivery. If work adjacent to a business will only take place outside of their regular business hours, a letter is not required.

4. Closures that affect the use of a parking kiosk, a time controlled parking area, or a parking location specific to individuals with mobility constraints require approval. Please call 311 (403.320.3111) and ask to speak to the Parking Coordinator.
5. For placement within boulevards or greenspaces, tree setbacks must be observed.
  - a. Street Use within the drip line (under the branch canopy) of City owned trees, contact 311 (403.320.3111) to speak with the Parks Infrastructure Coordinator
6. The Applicant shall comply with all relevant City Bylaws.

## Fees

The Applicant shall pay the below listed daily rates, with a minimum FIFTY DOLLAR (\$50.00) fee for any single Permit.

1. Driving Lane: ONE DOLLAR FIFTY CENTS (\$1.50) per metre per day.
2. Parking Lane: TWENTY-FIVE CENTS (\$0.25) per metre per day.
3. Alley (full closures only): ONE DOLLAR FIFTY CENTS (\$1.50) per metre per day
4. Sidewalk, Pathway: SEVENTY-FIVE CENTS (\$0.75) per metre per day.
5. Boulevard: TEN CENTS (\$0.10) per metre per day.

## Additional Fees

1. Applications with less than three (3) business days' notice may carry an additional fee equal to half of the regular Permit cost to cover rushed administrative processing costs.
2. Non-compliance fees may be issued in the sum of five (5) times that of the standard Permit fee for failure to obtain a Permit prior to Street Use.

If applicant wishes to pay over the phone by way of credit card, please call 403.320.3858. Alternatively, if applicant wishes to pay in person, they may do so at City Hall (910-4 Ave S, Lethbridge, AB) on the 1<sup>st</sup> floor - Cashiers. Be sure to have the permit number in hand.

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

# Public Service Announcement (PSA) FORM

(Note to Applicant, please fill out all **bolded and underlined** areas below)

*For Immediate Release*

**Month Day, Year**

Road closure – **Name of Road**

Effective immediately, the **(street and road)** will be closed to facilitate work for **your company name.**

This work is expected to be completed by end of day on **Day of the week, Month Day,** weather permitting.

Motorists are advised to drive with caution in this area and follow posted detours.

Project Contact:

**Name**

**Company Name**

**Phone Number**