CITY OF Lethbridge

Urban Design and Management | Planning & Design

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 within any part of a City of Lethbridge (City) owned Right of Way, Utility Right of Way (Easement), or Public Utility Lot (herein referred to as the ROW).

The intent is to ensure all stakeholders (primarily representing entities who own infrastructure within the ROW) are able to comment on proposals of new infrastructure installations in order 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 in order 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).
- Maintain safety for all users.

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.**

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Questions? Please contact 311 (403.320.3111) and ask to speak with a ROW Coordinator.

Application Process

Permit applications shall be made to the City of Lethbridge Urban Design & Management by emailing rowapplications@lethbridge.ca or by calling 311 and asking to speak to a ROW Coordinator.

The Applicant shall submit the following information:

- Applicant's name, address and contact information.
- Utility owner name, address and site contact information (if applicable).
- Job number related to project.
- Municipal address adjacent to the proposed installation
- General description of the purpose of the new infrastructure

The following information shall be submitted with all Permit applications:
Any new cable installations within existing conduit owned by the utility owner, do not require a ULA permit.

1. Drawing package in .pdf format
    a. Drawings must be clear, concise and legible, while including the following:
        i. Project name, North arrow, Street Names, Revision number and date
        ii. Legend, including distinction between:
            (1) New and existing buried cable/conduit
            (2) New and existing over overhead cable
            (3) Abandoned and removed
        iii. Any information relating to vertical and/or horizontal changes of existing utility
        iv. Proposed alignment for all new utility infrastructure
            (1) Identification of one existing utility chosen (primary, secondary, tertiary, etc.; see Design Requirements) with either property line (PL), back of walk (BOW) or back of curb (BOC) offset included.
            (2) If overhead, lateral detail to be included
        v. Depth of proposed installation
        vi. Identification of any existing utility right of ways (and their dimensions)
        vii. All required Drawing Notes as identified by the ROW Coordinator
        viii. Any additional relevant details, including:
            (1) Number and size of conduit; note, the installation of new buried conduit is preferred over the installation of direct buried cable
2. Upon acceptance of the drawing package, a ROW Coordinator will prepare for circulation with all stakeholders. An initial review by a ROW Coordinator will be completed within fourteen (14) days of receiving the application pending ROW coordination capacity is available. The review will confirm that:
    a. The submission is complete
    b. The application makes the most efficient use of the ROW; for more information, refer to *Alignment Options* under Section C: Design Requirements
    c. All relevant notes are added on the drawing
    d. There are no obvious conflicts

i. If a conflict is found, or if the submitted drawing(s) are missing pertinent information, the drawing(s) are returned to the Applicant and a re-submission will be requested

3. Drawing(s) are circulated electronically to all stakeholders on the ROW utility circulation list, including:
    - City Water & Wastewater Department (Water, Storm, Sanitary)
    - City Parks Department
    - City Transportation Department
    - Lethbridge Electric Utility (LEU)
    - ATCO Gas
    - Bell Canada
    - Shaw Communications
    - Telus

    Additional stakeholders who wish to be included in ULA circulations may do so by submitting a request to a ROW Coordinator.
    a. The standard circulation period is fourteen (14) days
    b. Comments received from the stakeholders are:
        i. Forwarded to the Applicant when received
            (1) If a stakeholder identifies a conflict and proposes a resolution, it is passed on to the Applicant for consideration
            (2) If a stakeholder identifies a conflict without a proposed resolution, a ROW Coordinator facilitates a discussion to identify a resolution
            (3) Permits will only be issued when all conflicts are resolved
4. A Permit is issued within seven (7) days of either the circulation expiration or once all stakeholders have deemed that there are no conflicts with existing infrastructure, pending Issued For Construction (IFC) drawings have been received.
    a. IFC drawings must be received within 90 days of circulation expiry
    b. Permit fees are invoiced once the drawings submitted have been reviewed and circulated.
5. Permits are valid for one year from the date of issue.
    a. If excavation application has not been received before the ULA expiration date, a new ULA permit application is required.

General Conditions

1. An Excavation Permit (for underground work) or Street-Use Permit (for overhead work) will be required prior to the installation of the new utility. Refer to their respective guidelines for more information.
    a. Advance notice of three (3) business days is required with excavation or street-use permit applications
2. All required clearances from existing facilities must be maintained; refer to the Design Requirements 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 15.0 m 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). Call Graeme Dales @ 403.319.3831 (Graeme_dales@cpr.ca)
6. Any work within 5.0 m 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 50.0 m 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 a ROW Coordinator
8. Any approved new installation of an underground monitoring well within the ROW requires a copy of the groundwater monitoring report to be submitted to https://www.lethbridge.ca/Doing-Business/Pages/EnvironmentalReportsSubmission.aspx once the report is complete.
    a. Prior to decommissioning an underground monitoring well contact 311 to speak with the Corporate Sustainability Manager.
9. The City has a two (2) calendar year no-cut moratorium for newly paved roadways/alleys.
10. Unless otherwise agreed to 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 Alberta One-Call Corporation. All costs associated with obtaining and maintaining membership with the Alberta One-Call Corporation 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.
        i. 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.
        i. If approval is granted, a URW easement may be required.
    c. For privately owned parcels (owned by any entity other than the City of Lethbridge), approval must be obtained by the property owner (where URW's are not present).

Design Requirements

The City's ROW is a limited resource. To manage the demands, it is crucial that utilities are located within as close proximity as possible. Drawings submitted must ensure the new installation is as tight as possible to an existing utility, by designing with the below alignment options in mind.

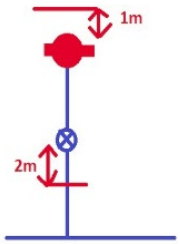
Alignment Options

1. **Primary (1st Choices)**
    a. Joint party trenching should always be considered for new installations and may be requested by the City.
    b. For short run of single utility installations, over-digging their existing utility should be done.
2. **Secondary (2nd Choice, when 1st Choice is not applicable)**
    When existing shallow utilities are identified the design should place the new utility location at an alignment off an existing that is equal to the minimum separation, as identified in Separation Conditions.
3. **Tertiary (3rd Choice, when 2nd Choice is not applicable)**
    When the primary or secondary options are not applicable and a URW is present, the proposed alignment is start on the most inside or the most outside of the URW pending Separation Conditions are respected from any Water and Wastewater infrastructure.
4. **Quaternary (4th Choice, when 3rd Choice is not applicable)**
    If no other choices are available and no URW is present, the proposed alignment is to run parallel to a PL or BOW or BOC at an offset of 0.15 m pending Separation Conditions are respected from any Water and Wastewater infrastructure.

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 0.3 m vertical separation when crossing is required.
2. **City of Lethbridge Storm, Sanitary or Water**
    a. 2.0 m horizontal separation while paralleling any Storm, Sanitary or Water facility (including hydrants, valves, etc.), <u>except:</u>
        i. Minimum 1.0 m separation from the *backside* of any hydrant or catch basin only (as per diagram)
        ii. Minimum 1.0 m separation from a curb stand.



2. **ATCO Gas**:
    a. 1.0 m horizontal separation while paralleling any ATCO Gas facility
        i. 0.5 m horizontal separation for the placement of vaults, pedestals, cabinets, etc.
3. **Lethbridge Electric Utility (LEU):**
    a. Primary
        i. 1.0 m horizontal separation when drilling parallel to any primary cable.
        ii. 0.5 m horizontal separation when fully exposing any primary cable
    b. Secondary

i. 0.5 m horizontal separation when drilling parallel to any secondary cable.
ii. No horizontal separation when fully exposing any secondary cable

c. Single Phase (1ph) Transformers
   i. 1.0 m horizontal separation from underground infrastructure
   ii. 3.0m separation from the opening/access side(s) for above ground infrastructure
      - 0.75m separation from the other 3 sides

d. Three Phase (3ph) Transformers & Switching Cubicles
   i. 1.5 m horizontal separation from underground infrastructure
   ii. 3.0 m separation from the opening/access side(s) for above ground infrastructure
      - 1.25 m separation from other sides

e. Pedestals
   i. 0.6 m clearance if placing any above ground utility adjacent to an above ground pedestal on access side of the pedestal.

f. Junction Enclosures/Loop Boxes
   i. Minimum 0.15m horizontal separation when conduit is hydrovacced in
   ii. Minimum 0.3m horizontal separation when conduit is drilled in

g. Overhead power poles and street light poles
   i. 0.6 m horizontal separation from underground infrastructure
   ii. Crossing between poles and guy wires is not permitted

4. **Telus:**
   a. 0.6 m clearance if placing any above ground utility adjacent to an above ground Telus-owned pedestal on access side of the pedestal.
5. **Shaw:**
   a. 0.6 m clearance if placing any above ground utility adjacent to an above ground Shawowned pedestal on access side of the pedestal.
6. **City of Lethbridge Transportation:**
   a. 150 mm of unobstructed clearance from any public sidewalk/pathway, to any vertically installed utility/infrastructure (e.g. ground water monitoring well, Little Lethbridge Library, etc.)
7. **Parks:**
   a. Unless approval has been obtained prior to by Parks, no open excavations, bore holes or at grade/above grade infrastructure are allowed to be located within the drip line (under the branch canopy) or within 3m of a tree (whichever of the two is the lesser distance), identified on the drawing by way of a note

Drawing Notes

Drawing notes are an integral part of the design. Proposals in proximity to utilities having Separation Conditions often require the addition of drawing notes to explain all constraints. Notes provided by a ROW Coordinator are to be included on the drawing.

Field Change Process

Conflicts may become apparent between the approved ULA permit and existing utilities once they have been located in the field. All costs incurred as a result of a deviation from the ULA as approved in the Permit are the responsibility of the utility owner. The City of Lethbridge has defined three (3) types of

adjustments that can occur (that affect City ROW only) and the process for field changes when required. These adjustments include:

Minor Change/Adjustment

No City notification required (on-site supervisor representing the contractor can issue the change in the field; all changes to be captured and submitted with as-built drawings), pending:

2. Any vertical change within the depth of 0.9 m to 1.5 m
    a. Any conduit/cable location within a roadway/alley (including road crossings) must comply with Transportation's minimum installation depths (which are dependent on the *roadway classification*)
    b. The new alignment ensures the minimum vertical separation of 0.3 m from any crossing utility is maintained
3. A road crossing change within 5.0 m of the approved location (as shown on the drawings), pending
    a. The crossing is within the same block
    b. The crossing is at a ninety (90) degree angle from the curb (both sides)
    c. If the new crossing runs ~parallel to an existing shallow utility, a minimum separation of 1.5m is maintained (keeping road cuts to a minimum) while keeping to the minimum 2.0m separation from any deep utility infrastructure (valves, manholes, etc., as outlined above).
4. The change follows the rest of these guidelines

Medium Change

City approval required prior to proceeding, but after a review by a ROW Coordinator a re-circulation is determined to not be required pending:

1. Any location change greater than 2.0 m for at grade or above grade infrastructure
    a. A revised ULA is required with updated drawings needed
2. A change in the approved drawing set (found attached to the ULA permit) that is outside of what would be considered a minor change
    a. A revised ULA may be issued with revised drawings
3. The change follows the rest of these guidelines

Major Change

City approval required with a revised drawing submitted (for review and re-circulation) prior to proceeding. If construction has already started and work has stopped due to the conflict of the original approved alignment, a ROW Coordinator will work with the utility owner (or Applicant on their behalf) to get the revised ULA approved within one (1) week (after receipt of revised drawing), pending no conflicts.

1. Any change to the original proposed alignment where the new utility changes which existing utility they are running parallel to (outlined in the *Alignment Options* above).

2. A change in the approved drawing set (found attached to the ULA permit) that is outside of what would be considered a minor change or medium change

After an approved ULA Permit has been issued, should an alignment change be completed without following the *Field Change Process* as outlined above (documentation will be required if process was followed), all costs will be the responsibility of the utility owner to correct the deficiency, which may include re-application and/or the complete removal of the utility installed, in addition to any non-compliance fees associated (as outlined within the Excavation Guidelines). It is the responsibility of the utility owner to ensure their contractor(s) looking after the installation are aware of the approved ULA Permit (and have a copy, which contains the approved drawings) with all the required conditions outlined on the issued Permit.

Utility Location Assignment (ULA) Costs

"x" represents the length of the new continuous utility line

1. $x \leq 30.0\,m$ = $150.00
2. $30.0\,m < x \leq 300.0\,m$ = $300.00
3. $301.0\,m < x \leq 1000.0\,m$ = $800.00
4. $1001.0\,m < x \leq 2000.0\,m$ = $1200.00
5. If over 2000.0 m, a separate price schedule will be discussed

Additional Fees

RUSH applications may carry an additional fee equal to double the regular Utility Location Assignment (ULA) Cost, where expedited service and processing is requested by utility owner and provided by a ROW Coordinator.

Invoicing

1. Fees related to the ULA permit are billed to the utility owner
2. Fees are billed after drawing submittals have been reviewed and circulated
    a. Drawing revision fees are charged only when the change requires recirculation (as outlined in the field change process), with the cost based on the length of line revised