

Engineering Permit Application - Road Use or Excavation & Road Use

Location:	Purpose:
Application date:	Lot Block Plan
Start date:	Completion Date:
<input type="checkbox"/> Daily Closure <input type="checkbox"/> Continuous Closure	Closure of public parking (y/n):
Applicant Name:	Owner Name:
Applicant Address:	Owner Address:
Applicant Phone:	Site Contact Name:
Applicant E-mail:	Site Contact Phone:
Permit Type:	Road Use Permit #:
Development Permit #:	Excavation Permit #:

Complete blank sections: grey boxes for Town of Canmore use only.

Application Requirements PLEASE READ CAREFULLY:

1. **Map of use/closure**
2. **Traffic Accommodation Plan (TAP)**
3. **Photo of Excavation Location (if applicable)**

Provide Details of the Work* (max 150 words):

ROAD USE PERMIT CONDITIONS, REQUIREMENTS AND TERMS TO APPLICANT:

1. All work carried out on roads, sidewalks and pathways must meet the Town of Canmore Engineering Design Guidelines Construction and Landscaping Standards.
2. Traffic restrictions for collector or arterial roads are generally prohibited during the hours of 7:00am – 9:00am and 3:00pm – 6:00pm Monday to Friday. Work on Sundays & Holidays require an Approved Permission to Work Permit.
3. A Traffic Accommodation Plan is required as part of a complete application. Applicants seeking a streamlined process are encouraged to engage a specialized traffic accommodation and management contractor. Work on collector and arterial roadways may require a prepared Traffic Accommodation Plan to be submitted by a specialized contractor.
4. If newspaper and/or social media ad are required by the Town of Canmore, they are to be run the week before and on the week of the closure. The advertisement will include general information of where and how long this closure will take place. Distribution of written notice to affected residents may also be required.
5. Pedestrian and bicyclist traffic must be maintained whenever possible. A Traffic Accommodation Plan for pedestrians, bicyclists, and other users may be required at the Town of Canmore's discretion.
6. Applicant shall be the Prime Contractor in accordance with the Occupational Health and Safety Regulations.
7. Parking stall usage fees will be applied when blocking or using public stalls. Refer to the Engineering Permit Package for more details.
8. When applicable, a copy of approval for Highway 742 from Alberta Transportation may be requested.

IN ADDITION TO THE ROAD USE PERMIT CONDITIONS, REQUIREMENTS AND TERMS:

EXCAVATION PERMIT CONDITIONS, REQUIREMENTS AND TERMS TO APPLICANT:

1. If this excavation is associated with a pre-existing development permit with securities, then no excavation deposit and fee is needed, as the Development Permit deposit and fee is sufficient.
2. An application fee of \$575 and separate security deposit of \$5,650 are required at the time of application. Note: proposed excavations of more than (1) cut, reclamation work or larger excavations are subject to a higher deposit amount, at the Town of Canmore's discretion.
3. A valid Town of Canmore Business Registry License is required at the time of application. For details and to apply, please visit www.canmore.ca/businesslicenses.
4. Upon request, the applicant shall provide proof of insurance in an amount satisfactory to the Town of Canmore.
5. The applicant agrees to indemnify the Town of Canmore against all claims for damage or injury related to the work.
6. The applicant must ensure all underground utilities are located prior to excavation and is responsible for contacting Utilities Safety Partners. Shaw Cable maintains infrastructure in Canmore and must be contacted individually.
7. EPCOR must be contacted by emailing canmorelocates@epcor.com beforehand to complete locates of deep utilities. (Water, sanitary, and storm), as they are not a member of the Utility Safety Partners.
8. Town of Canmore owned underground cables servicing traffic signals and pedestrian lighting are not registered with Utility Safety Partners. It is the applicant's responsibility to identify if the site is in proximity to these facilities and to engage a private utility locator. Upon request to engineering@canmore.ca, the Town of Canmore will provide drawings that indicate the approximate locations of these facilities to assist the private utility locator. Note that drawings may not be available for all facilities.
9. The holder of this Excavation Permit must comply with all requirements of all applicable legislation, regulations, and polices which apply to the operations from time to time to disturbing the ground near buried facilities, including requirements for reporting the discovery of contamination to Alberta Environment (1-800-222-6514), identifying, marking, and located buried facilities, and prior exposure by hand (which may include jets of water or air) before using mechanical excavation equipment. Failure to comply with such requirements will invalidate this Excavation Permit and might also give rise to risk of injury or death, or property damage as well as court proceedings.
10. Water shutdowns must be coordinated in advance with EPCOR. If water is required to be turned off, the applicant shall notify affected businesses and residents with a minimum of 48 hours' notice.
11. All trenches and open excavations shall be properly barricaded to the satisfaction of the Town of Canmore to protect the public.
12. The applicant shall notify the Engineering Department one business day in advance of commencing water, sanitary and storm piping trench backfill operations to arrange for a water and sanitary service inspection. If the excavation is approved and secured through a Development Agreement with Consulting Engineer involvement, the applicant shall notify the developer's consultant.
13. Backfill compaction testing must be performed on pipe zone (pipe bedding and zone extending 300mm above top of pipe), subgrade (pipe zone to base gravel) and base gravel (pit run and crush gravel bases). Test results are to be authenticated by a Geotechnical Engineer registered with APEGA. Subgrade tests shall be taken at maximum 600mm depths and spacing of 75 meters. Each course of bedding, sub-base, base, and surface gravels shall be tested at a maximum spacing of 75 meters. Compaction specifications are in accordance with City of Calgary Roads Construction Standard Specifications.
14. Where compaction densities cannot be reasonably achieved due to soil moisture and/or groundwater conditions as certified by a Geotechnical Engineer, the warranty will be extended to a four-year period.
15. Native subgrade backfill material shall be used from the pipe zone to subgrade, to minimize the potential for differential frost heaving. Apart from the pipe zone and base gravel, imported granular materials cannot be used without the Town of Canmore's approval.
16. Compaction test results are required for asphalt repairs over 10m² and concrete repairs over 2m². Asphalt and concrete removals of these sizes (or curb & gutter over 50 linear metres) will require a larger deposit amount, at the Engineering Department's discretion.
17. Excavations of asphalt roadways shall permanently be repaired with the appropriate City of Calgary

- asphalt hot mix to match the existing asphalt layer thickness (minimum thickness of 75mm)
18. Multiple cuts with less than 20 metres between them must be grouped together and the areas between them milled for top lift paving.
 19. All edges of the patch should be vertical sawn joints, with tack coat applied to the vertical faces prior to paving.
 20. Excavations of concrete sidewalks during the winter shall be temporarily repaired and maintained with cold mix asphalt until permanently repaired.
 21. Remediation of landscaping shall be to same or better than the pre-construction condition and fenced/barricaded.
 22. Following the final repair to the excavation, the applicant must send in a letter referencing the excavation permit number along with the required compaction test results. Receipt of this information will initiate the two-year warranty period and future release of the deposit. Failure to provide passed compaction test results, defaults the warranty to a four-year period. In the case of an excavation secured through a Development Agreement, the consultant shall submit compaction tests with the CCC application.
 23. Deficiencies identified during the inspection shall be corrected within 30 days and warranted for an additional one-year period.
 24. The Town of Canmore reserves the right to correct all deficiencies resulting from the work from the security deposit or to recover damages suffered more than the security deposit.
 25. The applicant must make a request for the release of its securities no later than 5 years after the day the permit was approved. If the applicant does not make a request, then the applicant forfeits the security, and the security becomes the sole property of the Town of Canmore to do with as it pleases without restriction and all in property in said funds is transferred to the Town of Canmore. In cases where excavations are secured through a Development Agreement, securities will be released upon successful CCC application and in accordance with the EDCG.
 26. Failure to meet the above terms may result in the applicant being denied a permit for future excavations.

ADDITIONAL CONDITIONS AND REQUIREMENTS (for internal use only):

By signing this application, you declare that you have read and agree to all conditions applicable to your permit application, and understand the requirements outlined in the Engineering Permit Package found at www.canmore.ca.

	Permit Approved:	Reason:
Applicant's Signature:	Streets & Roads Approval:	Engineering Approval:
Date:	Date:	Date:
Deposit:	Refund Amount Due:	
Fee:	Warranty Date:	