



ENGINEERING SERVICES
Telephone: 403-678-1504
Email: engineering@canmore.ca

May 2023

Road and Excavation Permit Application Information Package

The Town of Canmore's Engineering Services Department has prepared this document to address application requirements and provide information necessary for the applicant to submit a complete permit request.

Please note that a failure to comply with the permit instructions and conditions may result in processing delays, a rejected permit application and/or a stop work order.

This package contains the following:

- » Permit Application Instruction: Road Use, Request for Permission to Work, Excavation.
- » Checklist for Road Closures and Excavations on Arterial, Secondary Highway, and Collector Roads
- » Click Before you Dig information sheet (Utility Safety Partners)
- » Signage & Flagging diagrams for various closures and work sites
- » Town of Canmore Road Classification map
- » Town of Canmore Highway 742 map
- » Town of Canmore Truck Route map
- » Permit Application Forms: Road Use, Request for Permission to Work, Excavation

We require Traffic Control Person (Flag person) accreditation on arterial, secondary highway (742 and 1A) and collector roads. Any individual to be acting as a Traffic Control Person must be properly trained.

All companies working in the Town of Canmore must have a Business Registry License. Please refer to www.canmore.ca or call 403-678-1500 for further information.

Should you have any questions, please contact Engineering Services at 403-678-1504.

Sincerely,

Town of Canmore Engineering Department

Road Right of Way Usage Permit

This permit is required for any work within a Town of Canmore Road Right of Way. This can be defined as temporarily closing all or a portion of a street, lane/alley or sidewalk for activity associated with construction on an adjacent site. Fees apply when occupying public parking stalls through the Road Right of Way Usage Permit. **We require a minimum of 4 business days to process these permits. Please note, more complicated permits involving full closures of arterial and collector roadways will take longer to process.**

Parking Stall Usage Fees:

Town Centre: \$20 per day per stall

Outside of Town Centre: \$10 per day per stall See

Map on Page: 7

Completing the application:

- » **Download** the fillable PDF Road Use and Excavation Permit application form from the Town of Canmore's website: www.canmore.ca
- » **Complete the form.** Please ensure all contact information is provided and that you have provided a detailed description of the work being done.
- » **Attach a map** of the proposed work area and construction details, including signage. Please highlight the work area. Refer to the attached signage diagrams for various closures and work sites provided in this package.
- » **Provide Traffic Accommodation Plan (TAP). Examples on pages 12-23.**
- » A specialized contractor to develop a TAP may be required when working on arterial/collector roads. Road Classification Map attached below for reference.
- » **Sign the form** below in the space provided. This can be done digitally which is preferred as the application can be submitted electronically.
- » **Check to see if additional permits are needed:**
 - Noise Exemption Permit is needed when you intend to work before 7:00am, after 10:00pm, Sundays and Statutory Holidays. Page 5 outlines instructions on applying.
 - Excavation Permit is needed to excavate in or break-up the surface of a road, lane/alley, sidewalk, or landscaping within a road or utility right-of-way.
- » **Submit the form electronically** by email to: engineering@canmore.ca. The application can also be received at the Civic Centre: 902 7th Avenue, Canmore AB.
- » **Notify** residents and business owners affected by the work area 24 hours prior.

Please note that special conditions exist for Highway 742 (Three Sisters Drive, Three Sisters Parkway and Spray Lakes Road). Prior to any work on/near this highway, the applicant/contractor must contact Alberta Transportation at 403-297-6311 and obtain a Letter of Approval. The Town of Canmore will not issue a permit prior to this.

Excavation Permit

An Excavation Permit is required to excavate or break-up the surface of a road, lane/alley, sidewalk, or landscaped area within a road or utility right-of-way. A fee and deposit are required for this application. When an excavation is secured through a Development Agreement with a Consulting Engineer, then no fee or deposit are required. Additionally, fees apply when occupying public parking stall through the Excavation Permit. **We require a minimum of 4 business days to process these permits. Please note more complicated permits involving full closures of arterial and collector roadways will take longer to process.**

Completing the application:

- » **Download** the fillable PDF Road Use and Excavation Permit application form from the Town of Canmore's website: www.canmore.ca
- » **Review the Conditions, Requirements, and Terms to Applicant** outlined in the form.
- » **Complete the form.** Please ensure ALL contact information is provided and that you have provided a detailed description of the work being done.
- » **Attach a map** indicating the location of the proposed excavation area and approximate size of the excavation.
- » **Provide Traffic Accommodation Plan (TAP). Examples on pages 12-23.**
- » A specialized contractor to develop a TAP may be required when working on arterial/collector roads. Road Classification Map attached below for reference.
- » **Pre-Excavation Photo** to capture existing condition of site.
- » **Locate all underground utilities** Contact the following:
 1. Utility Safety Partners (Clickbeforeyoudig.com)
 2. EPCOR Water and Sewer at canmorelocates@epcor.com
 3. Shaw Cable (not part of the Utility Safety Partners)
 4. Town of Canmore engineering@canmore.ca for underground cables servicing traffic signals and pedestrian lighting are not registered with Utility Safety Partners. It is the contractor's responsibility to identify if the site is in proximity to these facilities and to engage a private utility locator. Upon request, 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.

This must be done prior to excavation and the Town may request confirmation before approving a permit.

- » **Sign the form** below in the space provided.
- » **Submit the form** by email to: engineering@canmore.ca or in person at the Civic Centre: 902 7th Avenue, Canmore AB.
 - Please note that the application must be submitted a minimum of 4 days in advance. If a partial or full road closure is required, the application must be submitted a minimum of 4 weeks in advance.
- » **Notify** residents and business owners affected by the work area.

A fee of \$575.00 and deposit of \$5,650.00 are required upon submission of the permit application. A refund of the deposit will be made upon successful completion of the excavation repair. Requirements for a successful repair are defined in the Excavation Permit form along with the adopted City of Calgary Surface Restoration Dimensions, attached below.

To request a refund, submit a letter requesting the return of your excavation deposit, the permit number (i.e. PREX20205555), compaction test results, and your mailing address.

If the excavation is approved and secured through a Development Agreement with Consulting Engineer involvement, no Excavation Permit Fee and Deposit is required.

Please note that the repairs must undergo two freeze/thaw cycles prior to final inspection by the Town of Canmore's Engineering Department.

Request for Noise Exemption Permit

A Noise Exemption Permit is required when the applicant or contractor wishes to work during the following times: before 7:00am, after 10:00pm, Sundays and Statutory Holidays.

No fees are required for this permit.

Completing the application:

- » **Download** the fillable PDF Request for Noise Exemption Permit application form from the Town of Canmore's website: www.canmore.ca
 - » **Complete the form.** Please ensure ALL information is provided and that you have included a detailed description of the work being done.
 - » **Submit the form electronically** by email to: enforcement@canmore.ca The application can also be received at the Civic Centre: 902 7th Avenue, Canmore AB.
- Additional information regarding the Community Standards Bylaw can be found here:***
<https://canmore.ca/municipal-services/emergency-services/bylaw-services/being-a-good-neighbour>

Additional permitting information and guidelines can be found online here:

<https://canmore.ca/business/find-a-form>

Checklist for Road Closures & Excavations on Arterial, Secondary Highway, and Collector Roads

- Completed Road Right of Way Usage and/or Excavation Permit application
- Pre-Excavation photo (when applicable)
- Map of proposed closure indicating the following:
 - Location of work
 - Location of proposed closure
- Professional Traffic Accommodation Plan that includes:
 - Signage/barricade types and location
 - Flag person location
 - Detour route and signage

The Town of Canmore Engineering Department can also request a Traffic Accommodation Plan designed by a specialized contractor, be provided on a case-by-case basis.

- Newspaper notices* and/or social media advertisements organized for one week prior to, and during construction that include the following:
 1. Location of work
 2. Map of closure
 3. Description of work
 4. Detour route
 5. Duration of closure
 6. Contact person

**Newspaper notices are mandatory when single lane or full road closures occur on arterial and collector roads. The Town of Canmore Engineering Department can also request newspaper notices to be published on a case-by-case basis.*

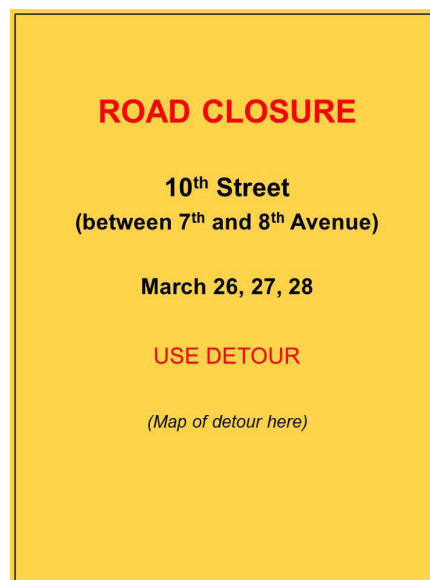
**Newspaper notices must be submitted to Engineering Services for approval prior to advertising. Ads must then be submitted to the papers by noon of the Friday prior to the week in which they need to be advertised.*

Example:

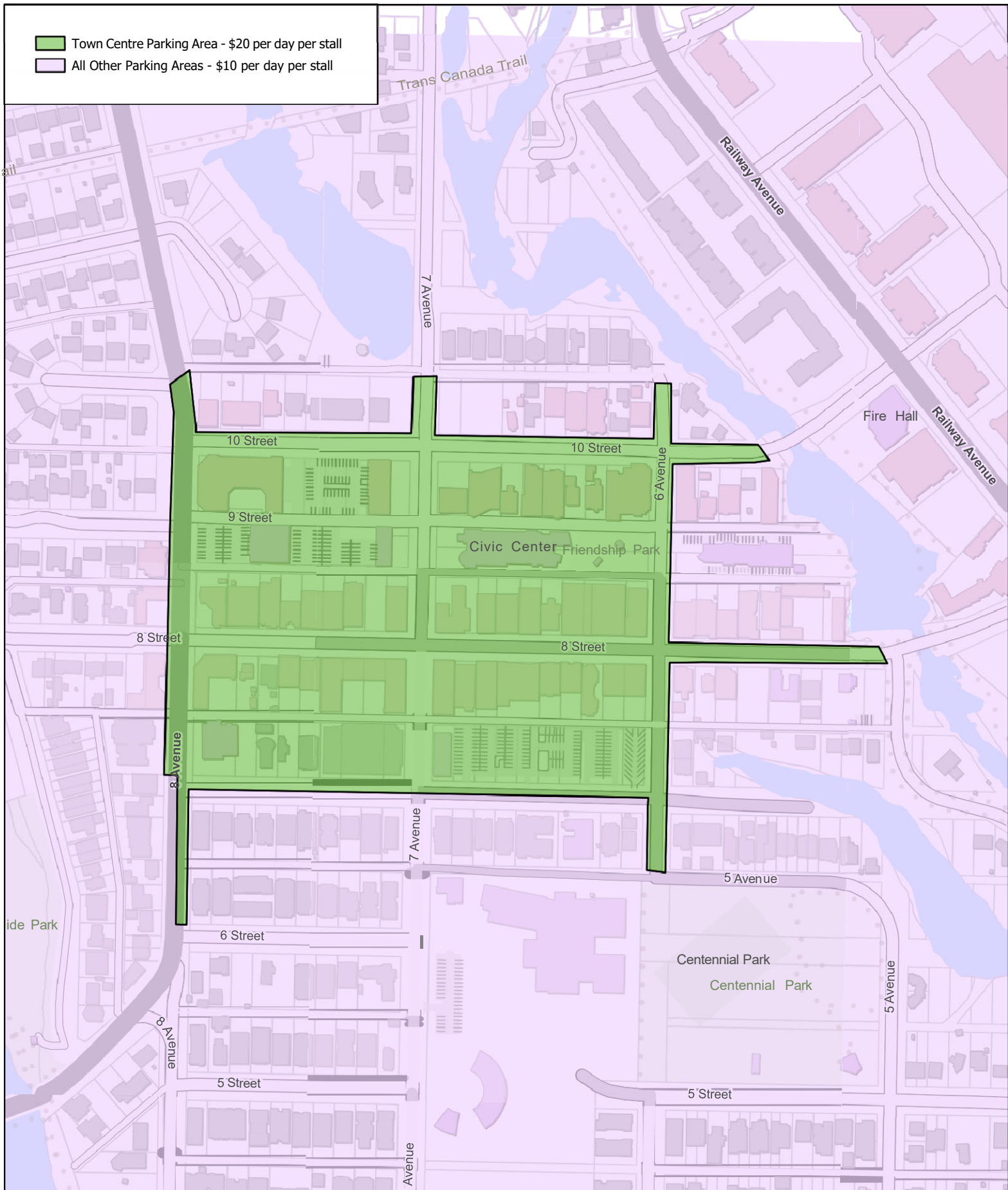


- Distribution of written notices to affected residents and businesses may also be required at the Engineering Department's discretion and must be submitted to the Engineering Department for approval prior to distributing (allow for one week notice distribution prior to closure).
- Coroplast Warning Closure Sign may also be required at the Engineering Department's discretion. Minimum size 60cm x 90 cm

Example:

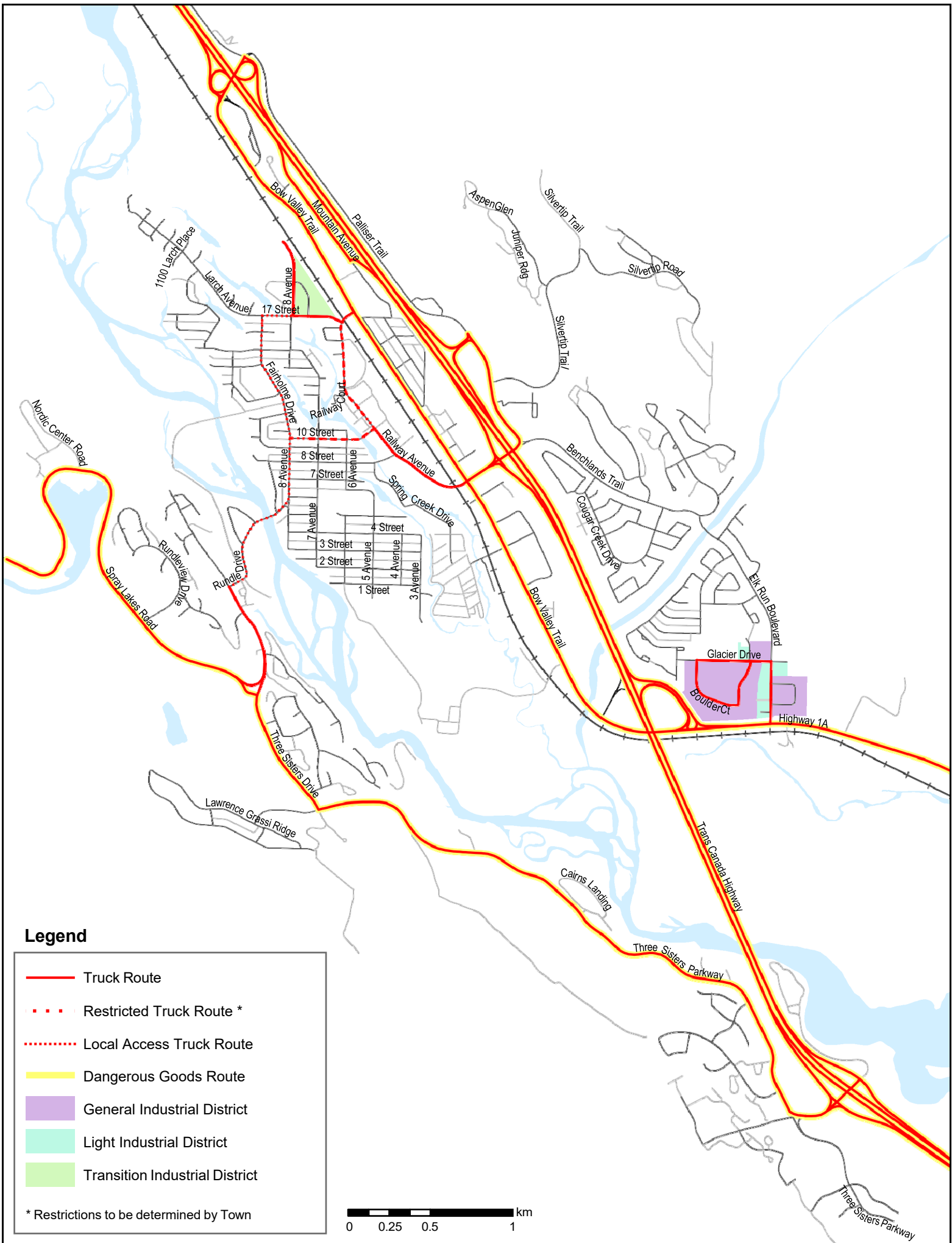


- Town Centre Parking Area - \$20 per day per stall
- All Other Parking Areas - \$10 per day per stall

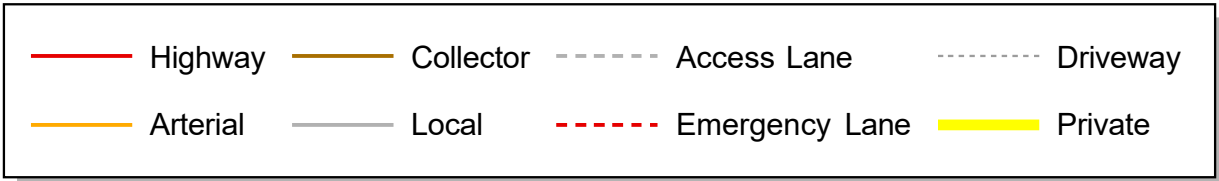


Road Use Permit Parking Fees

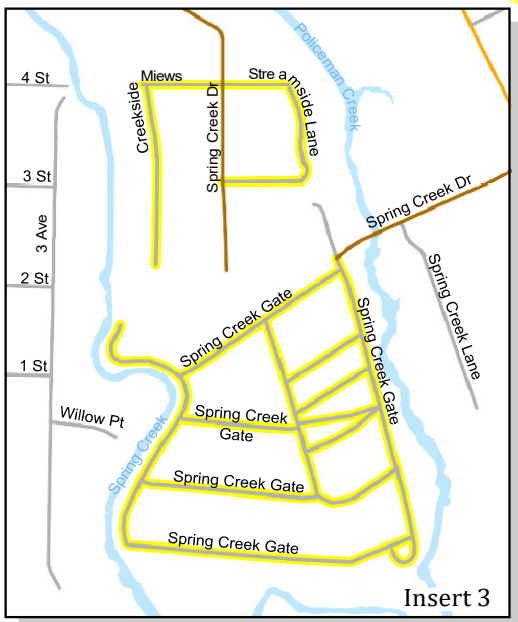
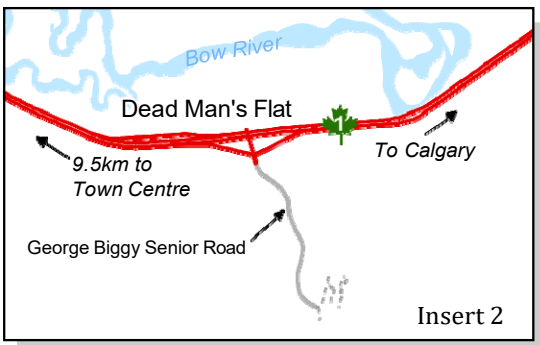
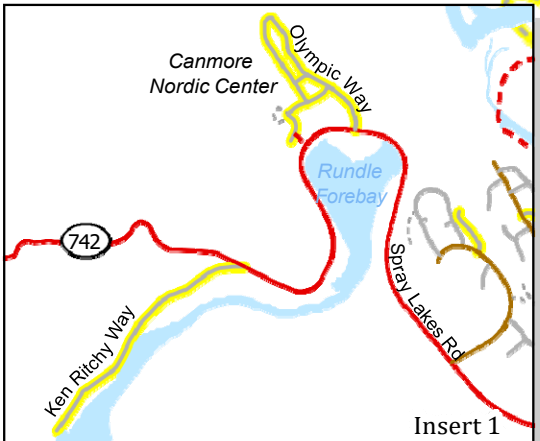
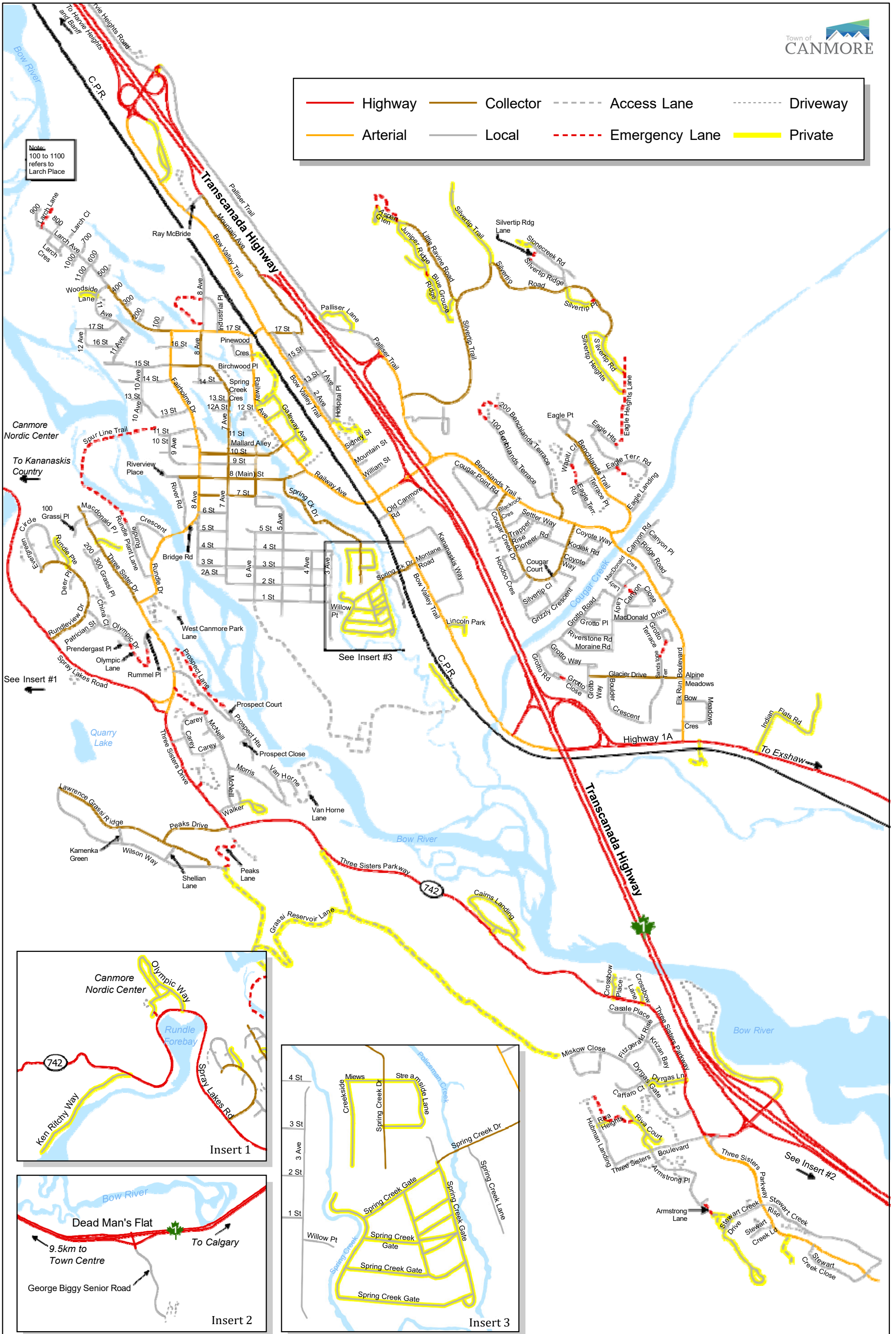




Map labels include: Nordic Center Road, Spray Lakes Road, Rundlevik Drive, 1100 Larch Place, Larch Avenue, 17 Street, 8 Avenue, Fairholme Drive, Railway Court, 10 Street, 8 Street, 7 Street, 6 Avenue, Spring Creek Drive, 3 Street, 2 Street, 1 Street, 3 Avenue, 4 Avenue, 5 Avenue, 6 Avenue, 7 Avenue, 8 Avenue, Bow Valley Trail, Mountain Avenue, Palliser Trail, AspenGlen, Juniper Rd, Silvertip Trail, Silvertip Road, Silvertip Trail, Benchlands Trail, Cougar Creek Drive, Elk Run Boulevard, Boulder Ct, Highway 1A, Glacier Drive, Trans Canada Highway, Three Sisters Parkway, Three Sisters Drive, Lawrence Grassi Ridge, Cairns Landing, Three Sisters Parkway.



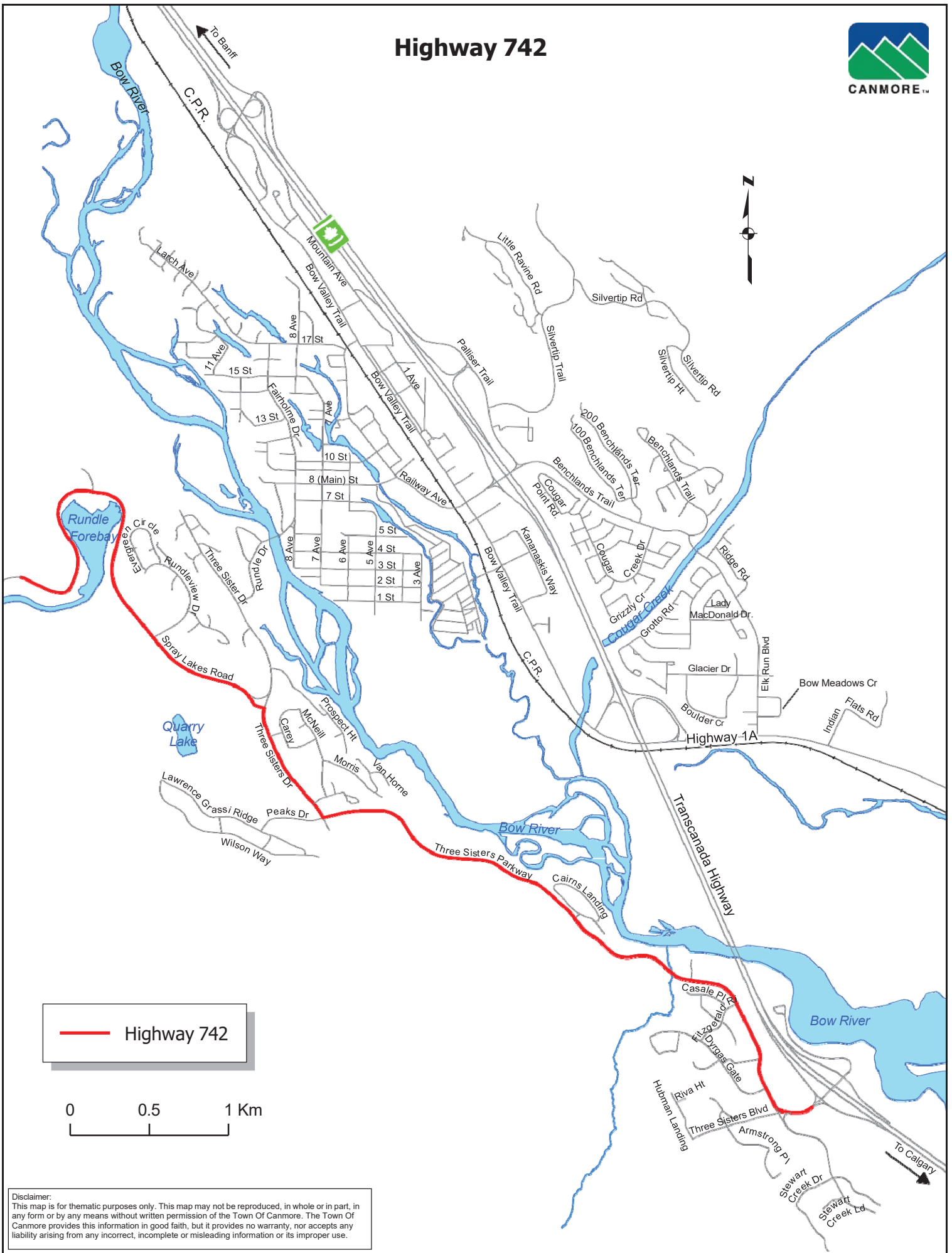
Notes:
100 to 1100 refers to Larch Place



Canmore Road Classification



Highway 742



— Highway 742

0 0.5 1 Km

Disclaimer:
This map is for thematic purposes only. This map may not be reproduced, in whole or in part, in any form or by any means without written permission of the Town Of Canmore. The Town Of Canmore provides this information in good faith, but it provides no warranty, nor accepts any liability arising from any incorrect, incomplete or misleading information or its improper use.

- Please note that EPCOR is not part of the Utility Safety Partners. For water, sanitary and storm sewer locates, email canmorelocates@epcor.com.
- Shaw Cable maintains infrastructure in Canmore and must be contacted separately.
- The Town of Canmore maintains a small network of underground cables associated with traffic signals and pedestrian lighting which are not inventoried in the Utility Safety Partners. Please contact engineering@canmore.ca to request locates if the work is occurring in proximity to these features.

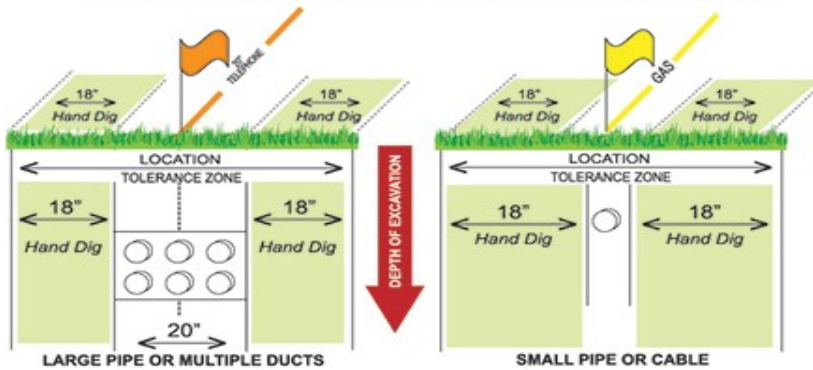


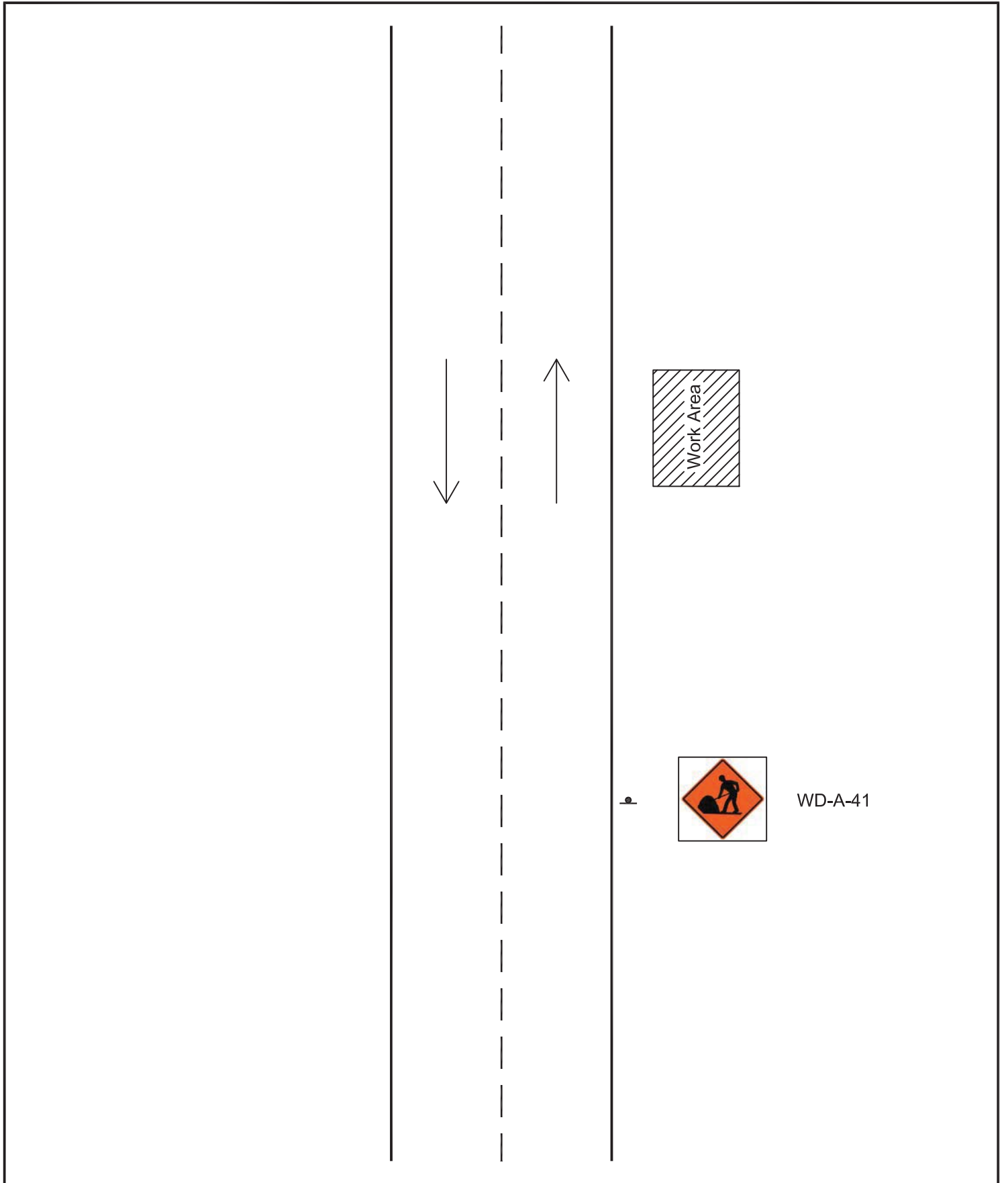
COLOUR CODE EXPLANATION

Locate marks, be they paint, stakes or flags, should be in sufficient quantity and close enough together to clearly identify the horizontal alignment of the buried facilities.

•	White – proposed excavation
•	Pink – temporary survey markings
•	Red – electrical, lighting cables
•	Yellow – gas, oil, steam
•	Orange – telephone, cable, TV, signals, alarms
•	Blue – potable water
•	Green – sanitary and storm sewer, culverts
•	Purple – reclaimed water, irrigation, slurry


DIGGING IN THE TOLERANCE ZONE





LEGEND:

DRAWN: P.L.	DATE: 08/12/05
SCALE: NTS	
APPROVED BY:	
_____ MANAGER OF ENGINEERING TOWN OF CANMORE	

 Town of Canmore Engineering Department
Typical Signing For Urban Areas Work Adjacent to Roadway Two Lane Road
SHEET NO: DRAWING NO: eng05-023

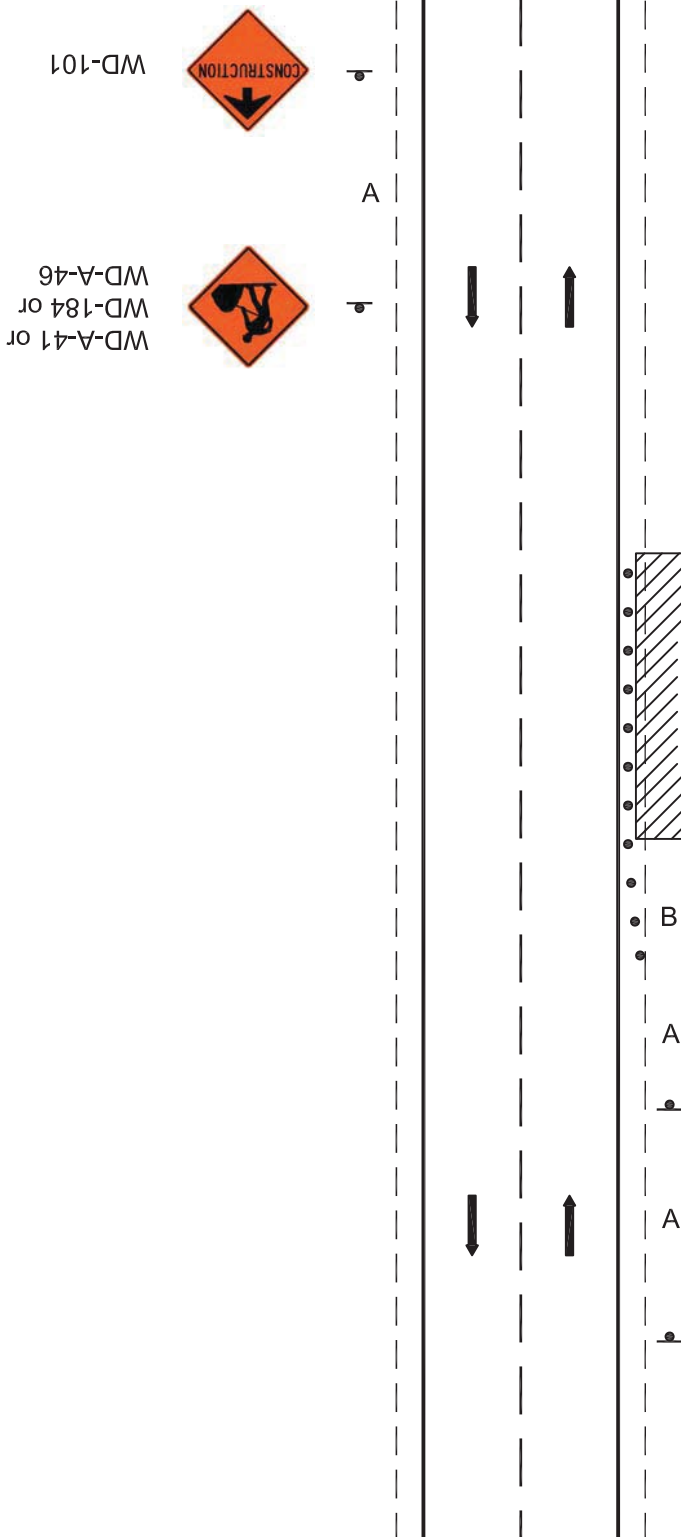
Notes:

1. Work site must be completely within the shoulder.

2. Use of buffer zone.

3. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m



WD-A-41 or
WD-184 or
WD-A-46

WD-101

LEGEND:

DRAWN: P.L. DATE: 26/01/06

SCALE: NTS

APPROVED BY:

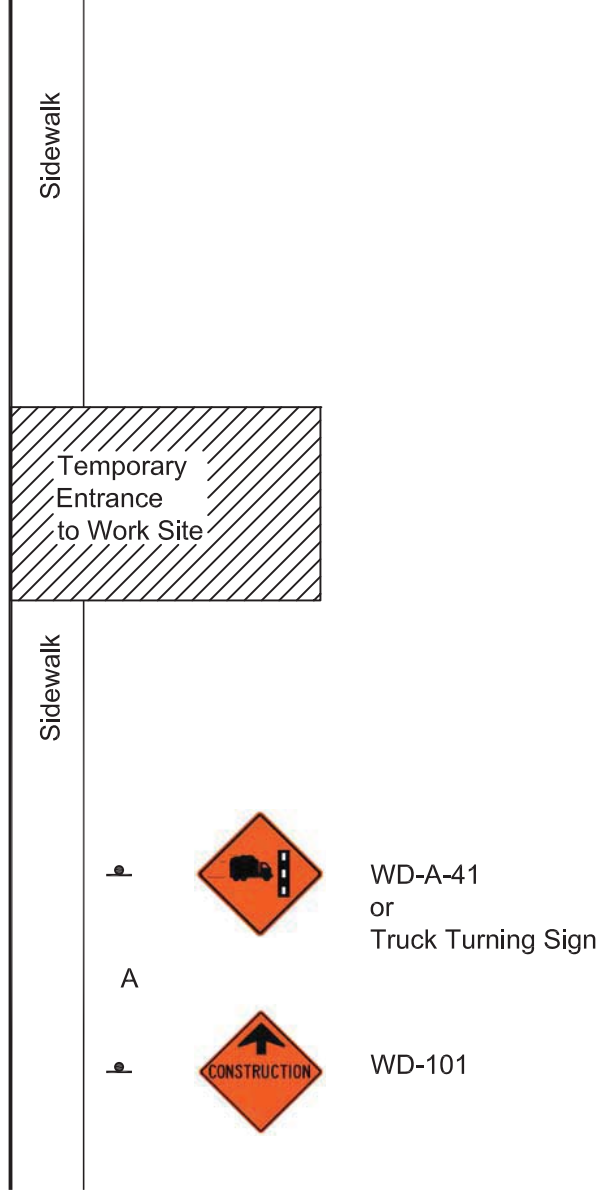
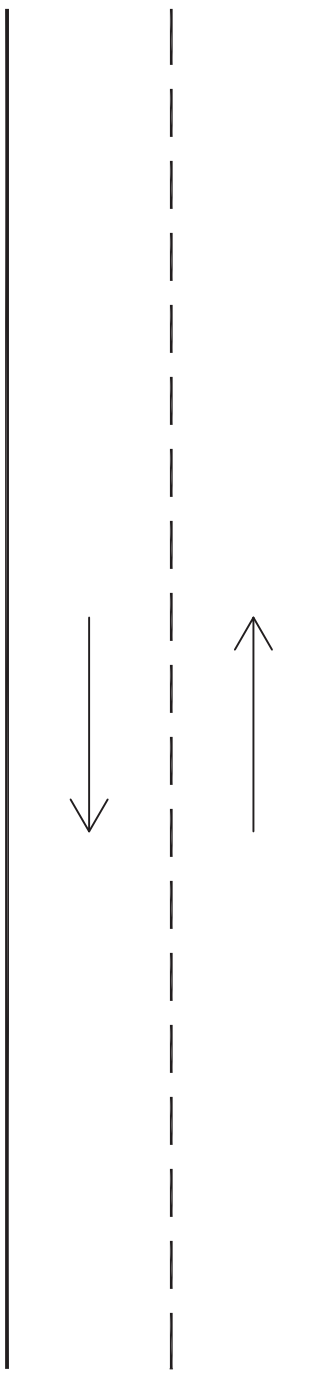
MANAGER OF ENGINEERING
TOWN OF CANMORE

Town of CANMORE Engineering Department

Typical Signing For Urban Areas
Work on Shoulder
Two Lane Road

SHEET NO:

DRAWING NO:
eng05-015



Notes:

1. See table below:

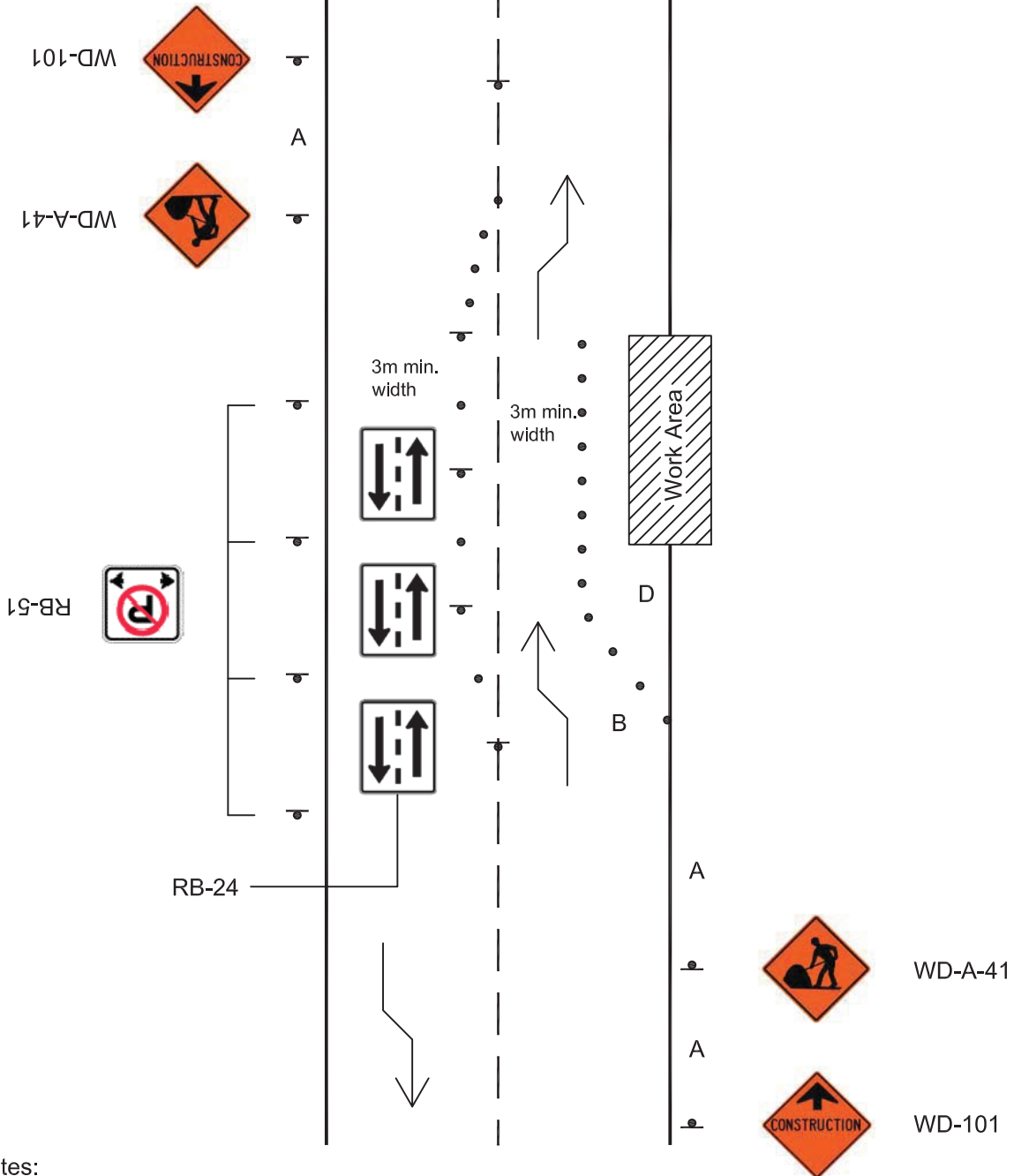
CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m

LEGEND:

DRAWN: P.L.
 DATE: 31/01/06
 SCALE: NTS
 APPROVED BY:

 MANAGER OF ENGINEERING
 TOWN OF CANMORE

Town of Canmore
 Engineering Department
 Typical Signing For Urban Areas
 Temporary Entrance to Work Site
 Two Lane Road
 SHEET NO:
 DRAWING NO:
 eng06-004



Notes:

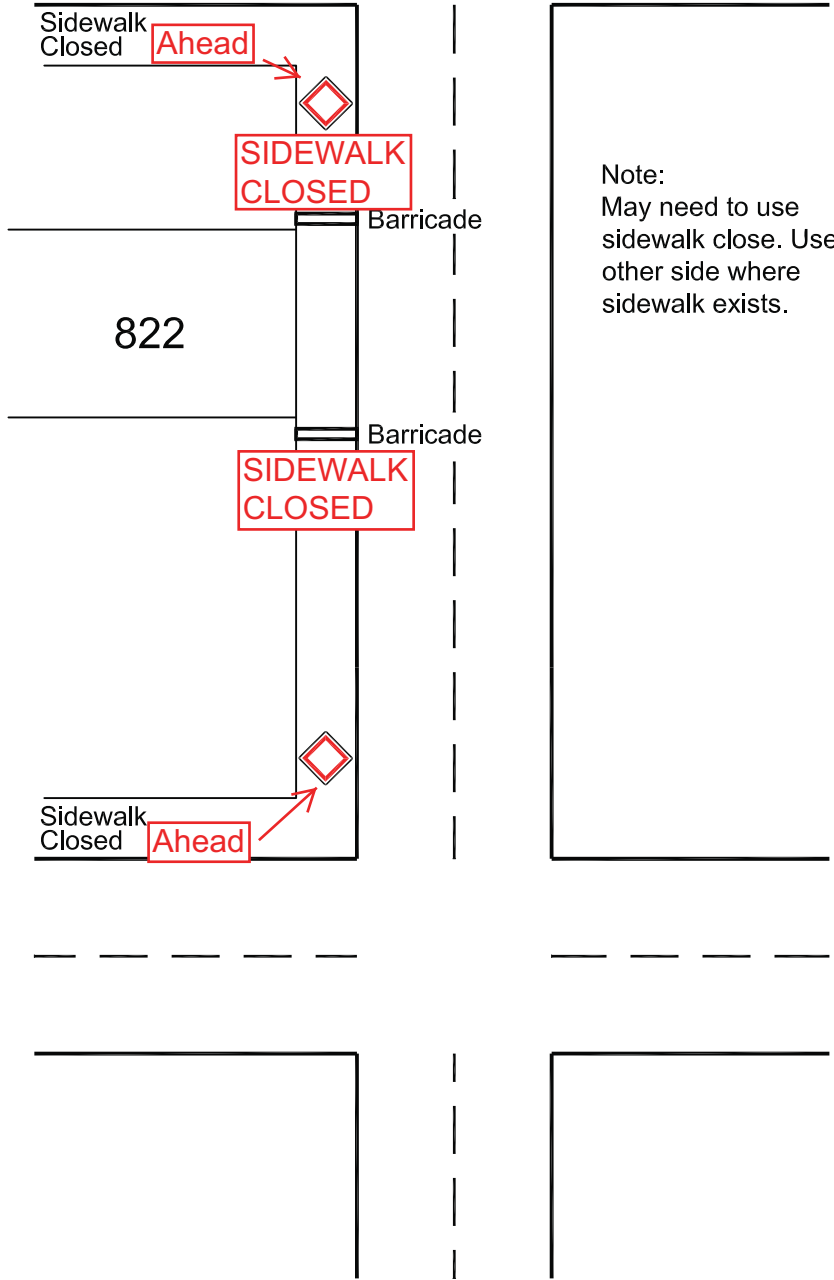
1. Two lanes of three metres minimum width must be available.
2. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m

LEGEND:

DRAWN: P.L.
 DATE: 26/01/06
 SCALE: NTS
 APPROVED BY:
 MANAGER OF ENGINEERING
 TOWN OF CANMORE

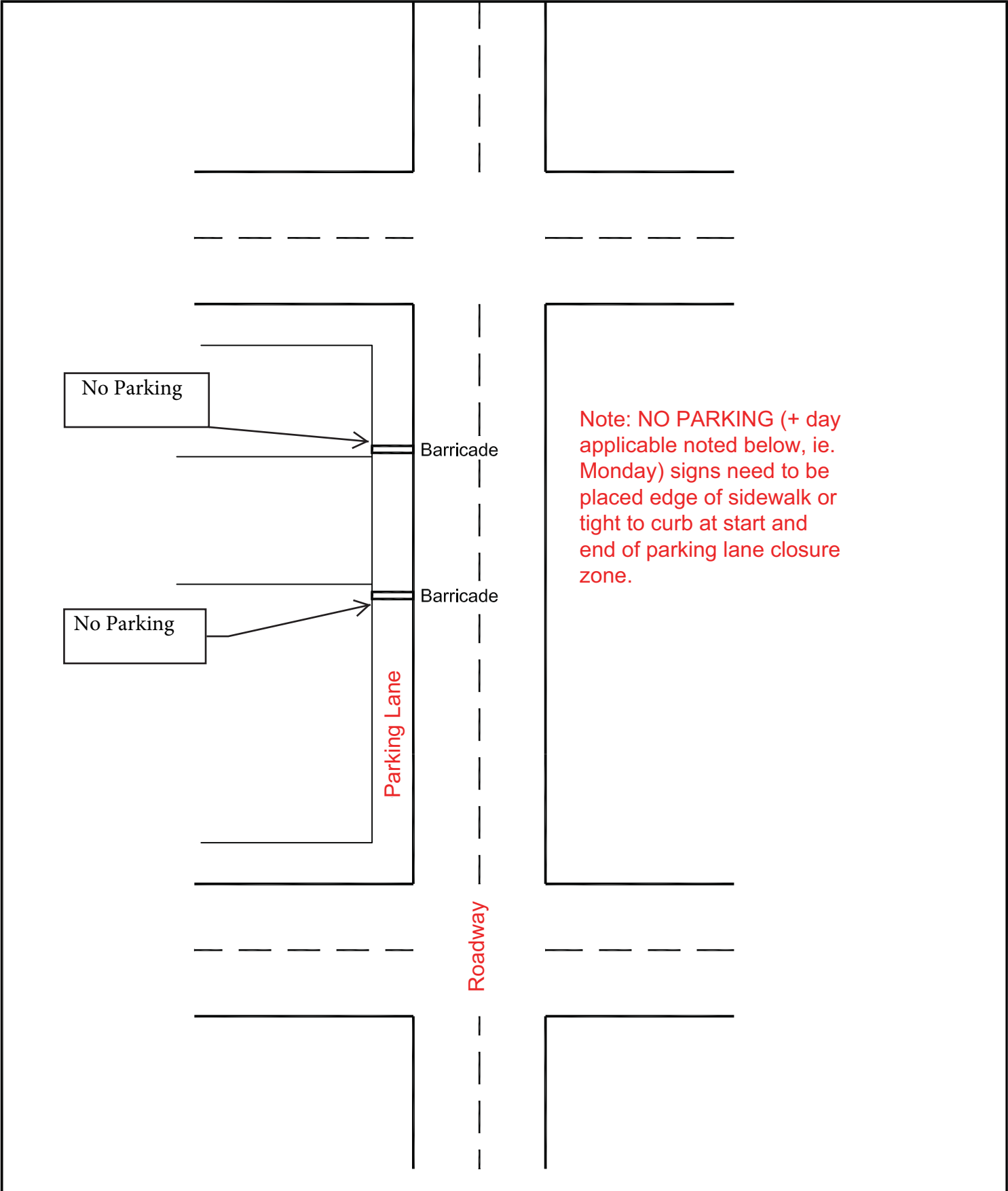
Town of CANMORE Engineering Department
 Typical Signing For Urban Areas
 Work on Edge of Roadway
 Two Lane Road
 SHEET NO:
 DRAWING NO: eng05-019



Note:
 May need to use
 sidewalk close. Use
 other side where
 sidewalk exists.


LEGEND:	DRAWN: P.L.	DATE: 26/01/06	 Town of Canmore Engineering Department
	SCALE: NTS		
	APPROVED BY: MANAGER OF ENGINEERING TOWN OF CANMORE		SHEET NO:
			DRAWING NO: eng05-014

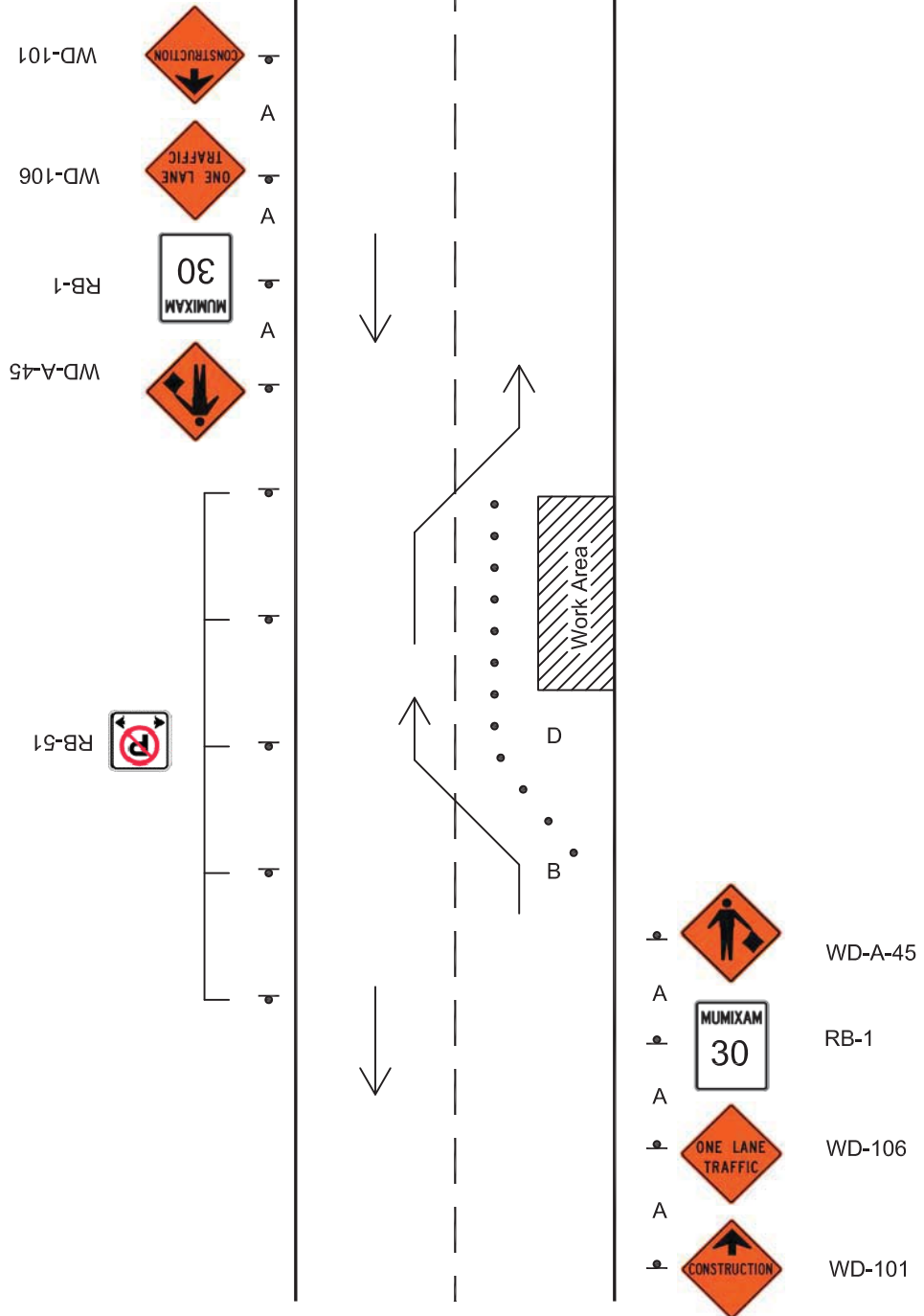
Typical Signing for
 Urban Areas -
 Sidewalk Closure



LEGEND:

DRAWN: P.L.	DATE: 26/01/06
SCALE: NTS	
APPROVED BY: MANAGER OF ENGINEERING TOWN OF CANMORE	

 Town of Canmore Engineering Department
<h3>Typical Signing for Urban Areas - Parking Lot Closure</h3>
DRAWING NO: eng05-014



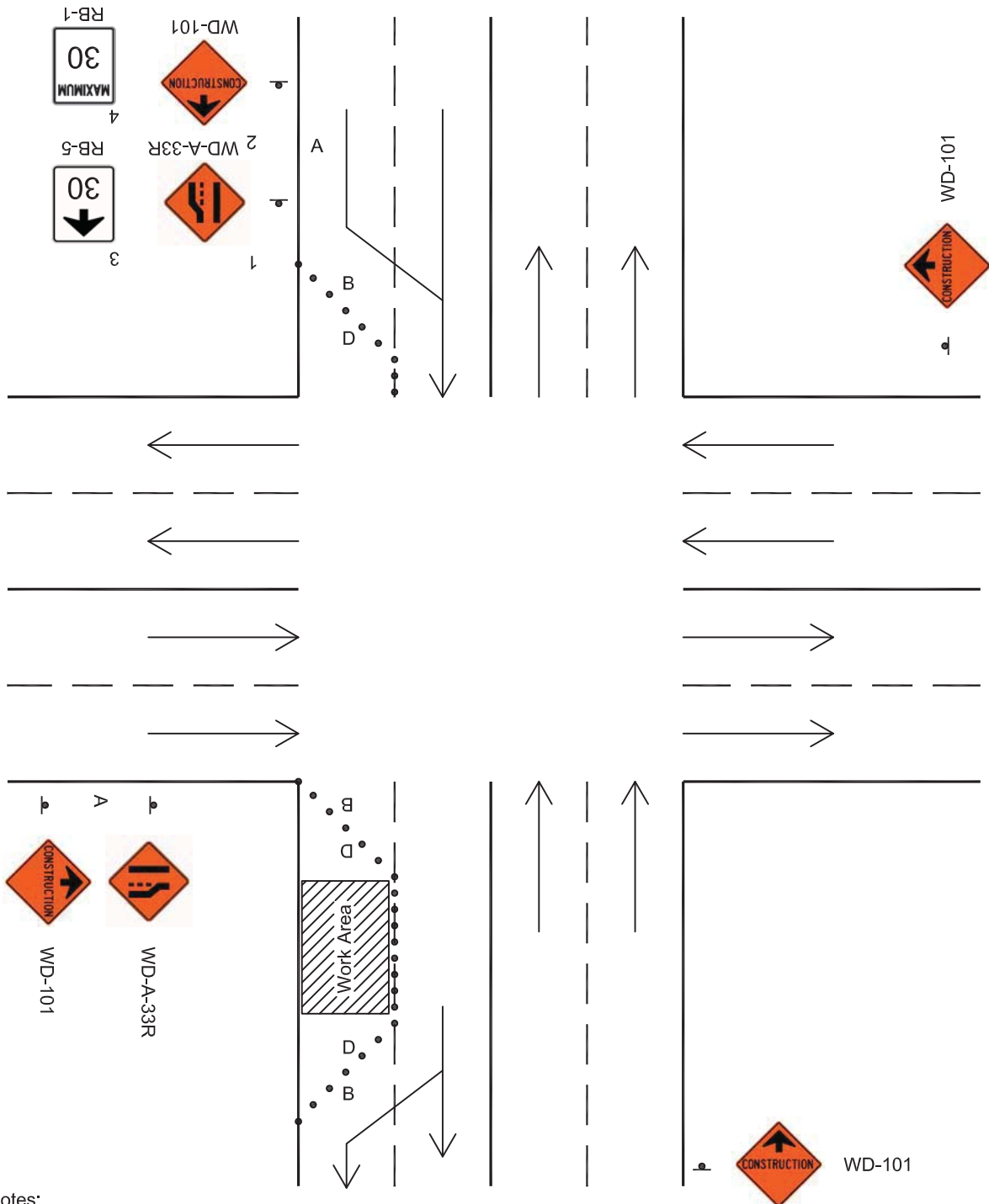
Notes:

1. One lane of traffic will be completely blocked. May extend worksite into second lane provided enough space for traffic to drive by worksite (3m minimum).

2. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m

LEGEND:	DRAWN:	P.L.	DATE:	27/01/06	 Town of Canmore Engineering Department
	SCALE:	NTS		Typical Signing For Urban Areas One Lane Closure Two Lane Road	
	APPROVED BY:				SHEET NO:
		MANAGER OF ENGINEERING TOWN OF CANMORE			DRAWING NO: eng05-016

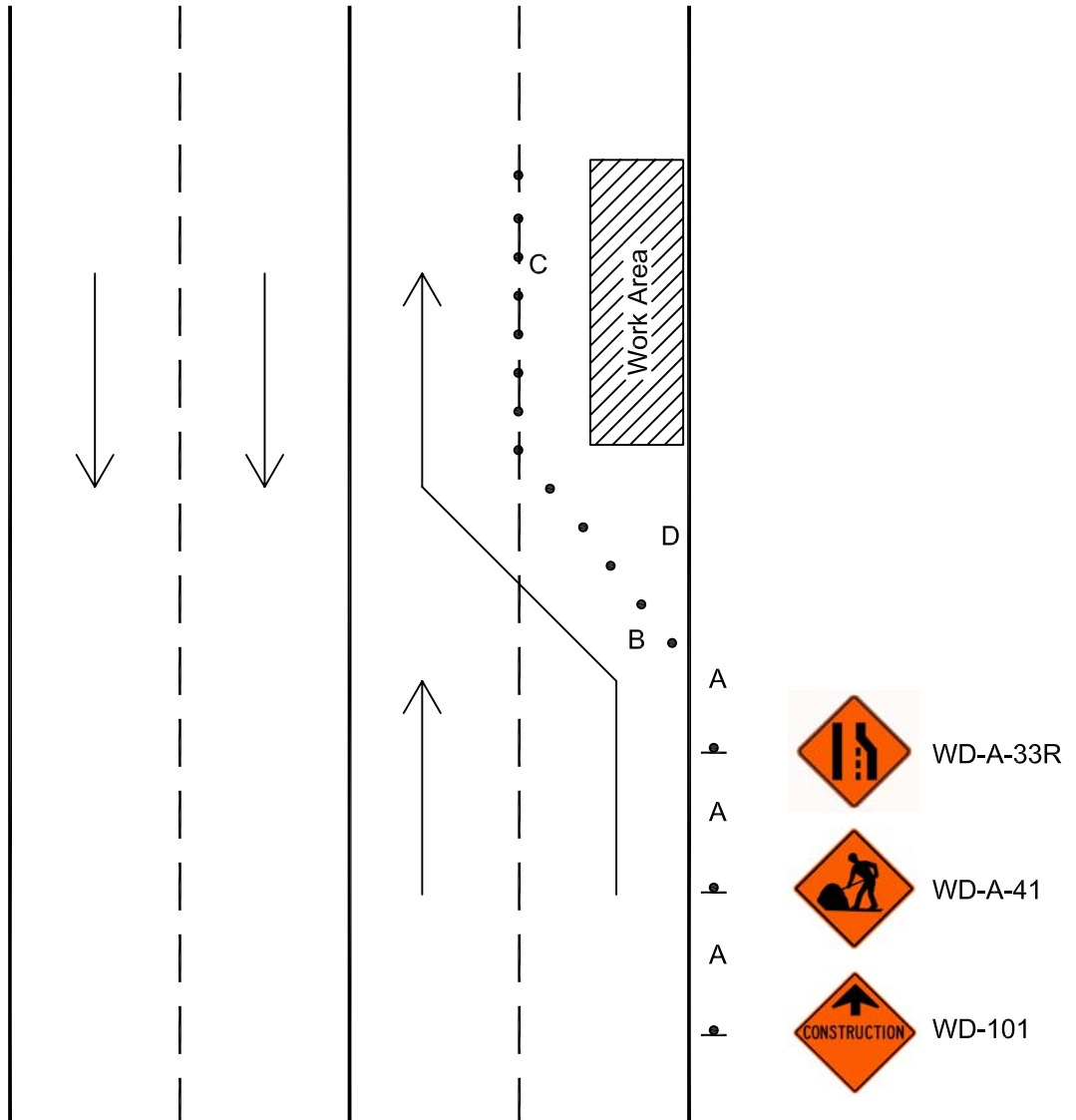


Notes:

1. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m

LEGEND:	DRAWN: P.L.	DATE: 26/01/06	
	SCALE: NTS	Typical Signing For Urban Areas One Lane Closure Four Lane Road	
	APPROVED BY:	SHEET NO:	
	MANAGER OF ENGINEERING TOWN OF CANMORE	DRAWING NO: eng05-021	



Notes:

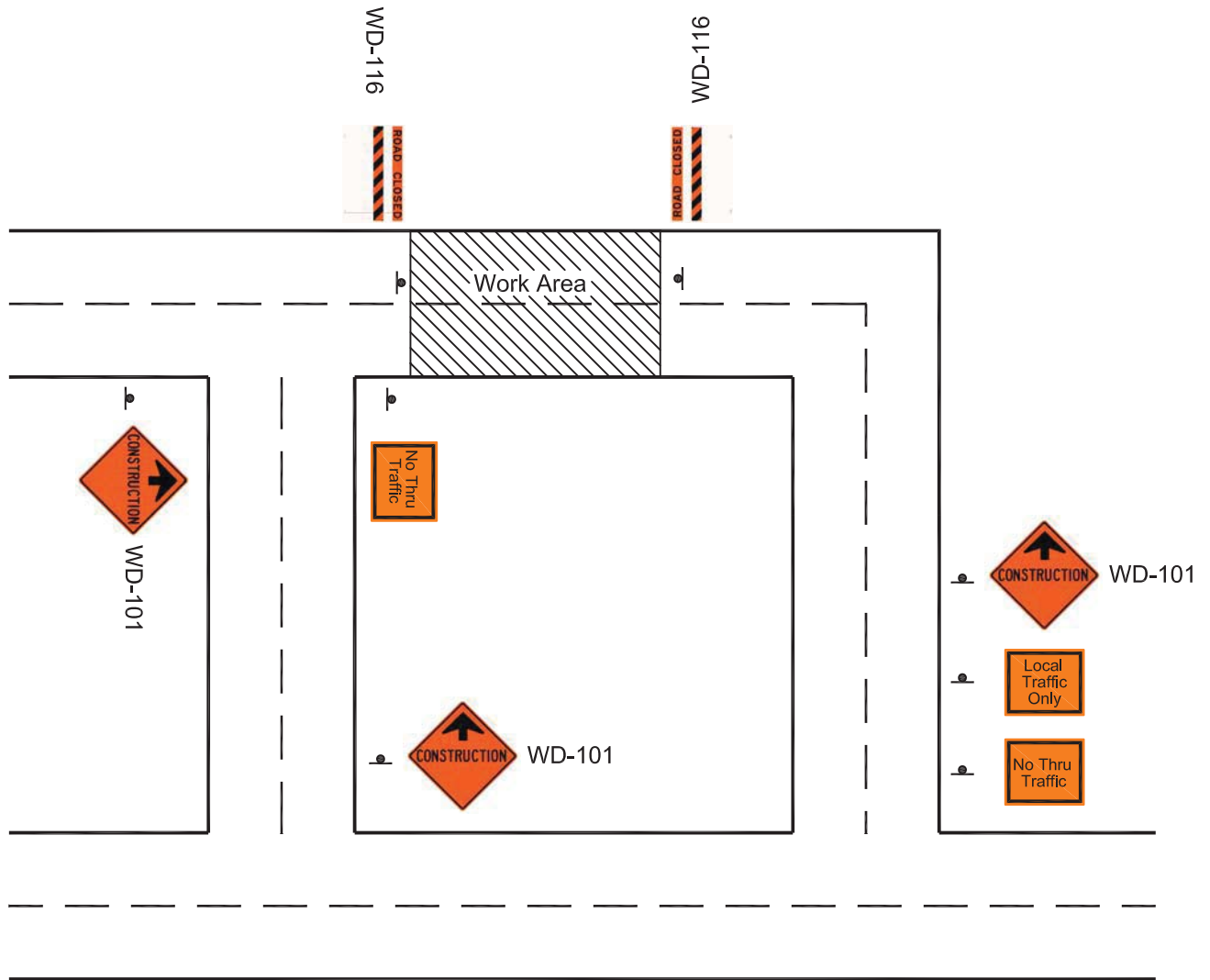
1. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m

LEGEND:

DRAWN:
P.L.
DATE:
26/01/06
SCALE:
NTS
APPROVED BY:
MANAGER OF ENGINEERING
TOWN OF CANMORE

Town of Canmore
Engineering Department
Typical Signing For Urban Areas
One Lane Closure
Four Lane Road
SHEET NO:
DRAWING NO:
eng05-018



Notes:

1. Notify all affected parties.
2. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m

LEGEND:

DRAWN:
P.L.

DATE:
26/01/06

SCALE:
NTS

APPROVED BY:

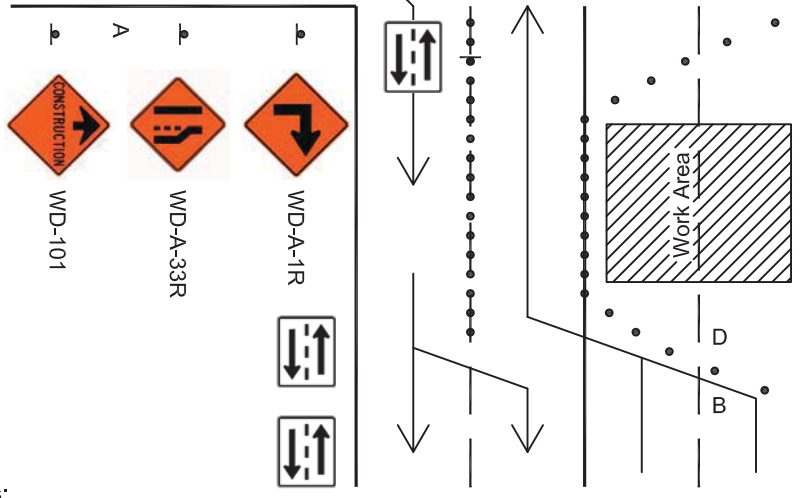
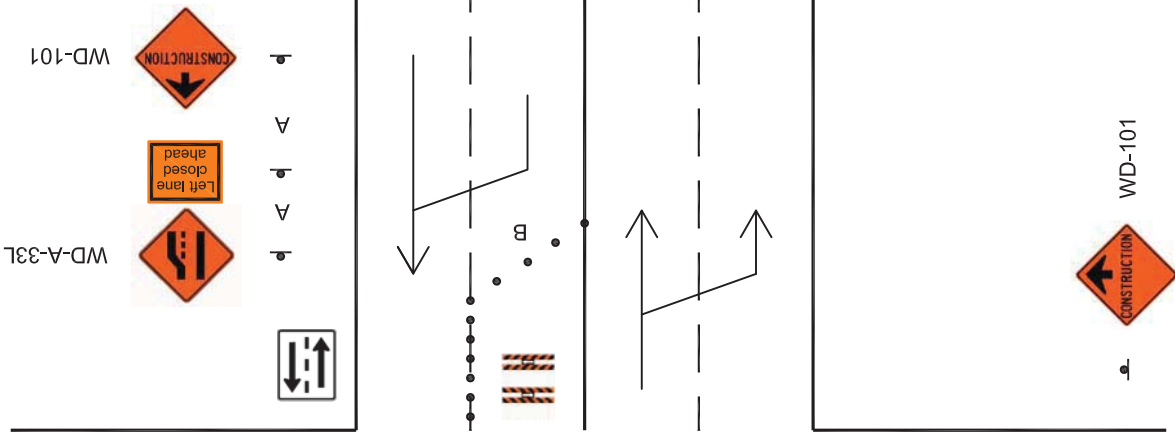
MANAGER OF ENGINEERING
TOWN OF CANMORE

Town of Canmore
Engineering Department

Typical Signing For Urban Areas
Two Lane Closure
Two Lane Road

SHEET NO:

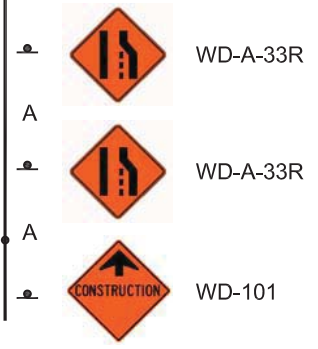
DRAWING NO:
eng06-002



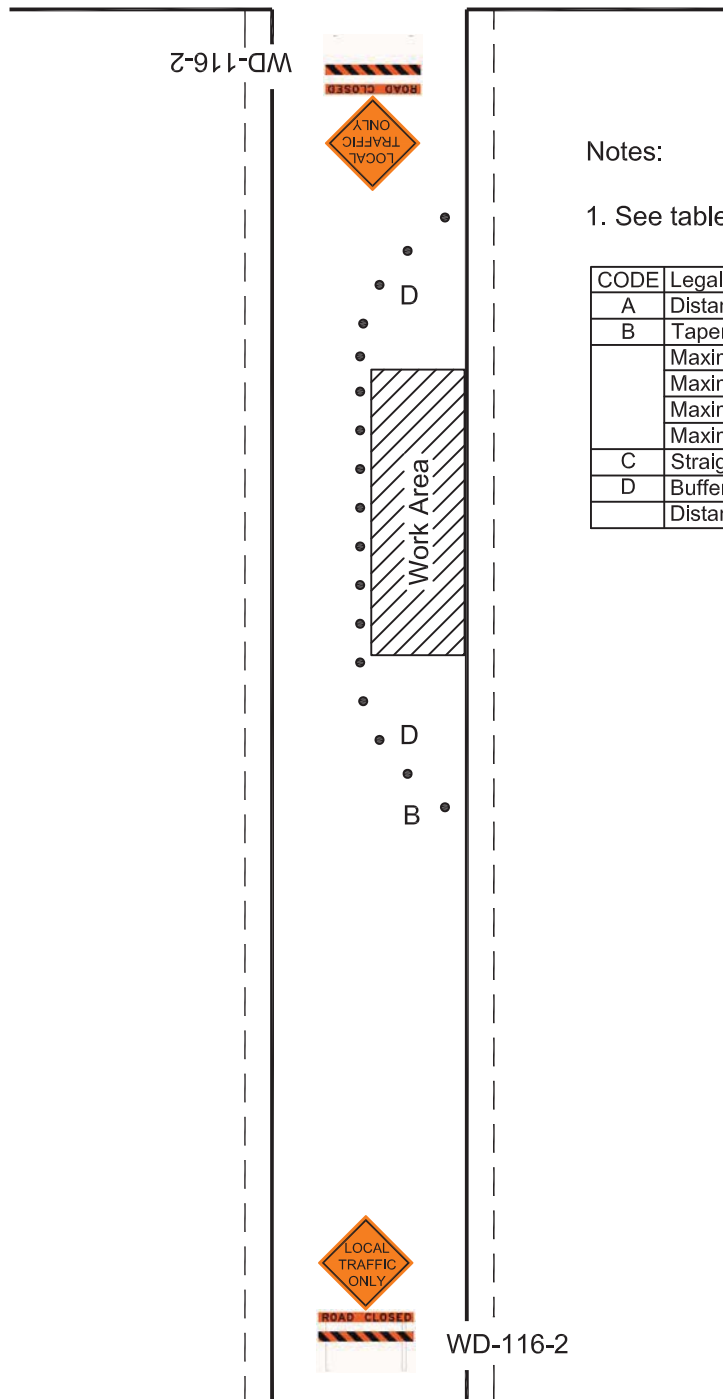
Notes:

1. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m



LEGEND:	DRAWN: P.L.	DATE: 30/01/05		
	SCALE: NTS	Typical Signing For Urban Areas Two Lane Closure Two Lane Road		
	APPROVED BY:	MANAGER OF ENGINEERING TOWN OF CANMORE		SHEET NO:
				DRAWING NO: eng05-020



Notes:

1. See table below:

CODE	Legal Maximum speed	50km/h	60km/h
A	Distance between signs	30m - 80m	80m - 100m
B	Taper Length	33m	66m
	Maximum spacing of cones used for tapers	5m	10m
	Maximum spacing for cones in straight lines	5m	7m
	Maximum flasher spacing for tapers	6m	11m
	Maximum flasher spacing for straight lines	10m	15m
C	Straight section between tapers	30m	80m
D	Buffer zone	10m	20m
	Distance between no parking signs	10m	10m

LEGEND:

DRAWN: P.L.
 DATE: 07/12/05
 SCALE: NTS
 APPROVED BY:
 MANAGER OF ENGINEERING
 TOWN OF CANMORE

Town of Canmore
 Engineering Department
 Typical Signing For Urban Areas
 Work on Alley
 SHEET NO:
 DRAWING NO: eng05-017