



# UTILITY EXCAVATION PERMIT APPLICATION

Please e-mail completed form to [planning@olds.ca](mailto:planning@olds.ca)

Please check a box below that best describes your utility excavation:

- Deep Utility
- Shallow Utility

Permit # \_\_\_\_\_

Name of APPLICANT		Tel/ Cell	Fax
Address of APPLICANT			Postal Code
Name of OWNER (if different from Applicant)		Tel/ Cell	Fax
Name of CONTRACTOR	Contact Name for site (24 hours)		Contact Tel (24 hours)
Location of Excavation		Start Date	End Date
Description Of Project			
Estimated date for Re-Paving (within 30 days)			

This checklist is to be completed and all information submitted along with your utility excavation permit application.

- Locates must be obtained **PRIOR** to excavation
- Alberta One Call – [www.alberta1call.com](http://www.alberta1call.com) or 1-800-242-3447
- DigShaw – [www.digshaw.ca](http://www.digshaw.ca) or 1-866-344-7429
- Site Plan – Property lines, buildings or structures, street/alley, or any other relevant information.
- Alberta Transportation – Call 1-403-340-5166 If working within a 2-block radius of Highway 27 or Highway 2A (if applicable)
- Canadian Pacific Railway – Call 1-888-333-6370 (if applicable)
- Road Closure (InterCon) – 1-866-926-9150
- Road Plan (if applicable)

## General Conditions – PLEASE READ

There is no fee for the Shallow Utility Excavation Permit application. A Development Security equal to the cost of the portion of construction that is on municipal lands is required and will be charged per Rates Bylaw. The fee for a new connection to a municipal underground service trunk main (water, sanitary or storm) is **\$1,200 per service connection (non-refundable)**. For example, if installing water and sewer services, the amount owing will be \$2,400.

A Development Security equal to the cost of the portion of construction that is on municipal lands is required and will be charged per Rates Bylaw. The value of the Development Security required for a set of two service connections, based on current fair market values, **\$1500 for work within boulevards only including service drop installation; \$4,000 for gravel surface with or without sidewalk/curb and gutter, and \$15,000 for paved surface with sidewalk/curb and gutter, per trench**. If costs are greater, the Applicant will be billed for the actual amounts. **It is the Developer/Contractor's responsibility to return the surface excavated to its equivalent or better.** The Development Security will be held for a period of **2 (two) year from completion of construction**, after which time **Final Acceptance Certification** will be given, so as to allow time for settlements/issues to become apparent. After this time, as long as there have been no performance issues, the Development Security will be returned.

There is no fee or securities required to connect to existing water, sewer, or storm services if the service lines are already to the property line. The Town of Olds requires and inspection of the connections **PRIOR TO BACKFILLING** to ensure quality assurance of connection to Town infrastructure.

The Applicant shall contact the **Town of Olds Planning and Infrastructure Department** at **403-507-4806** to arrange for an **inspection of the water and sewer connections PRIOR TO BACKFILLING**. Please be advised that the **Development Security will not be returned to the Developer if water and sewer connections are not inspected prior to backfilling**. Please note that **48 hours' notice** must be given to the **Planning and Infrastructure Department** prior to the desired inspection date. Inspections will be conducted between 8:30 am – 4:30 pm Monday to Friday only.

If **OLD SERVICES** are to be abandoned, they must be properly abandoned and inspected by a qualified member of the Town of Olds Utilities team. Please note that **48 hours' notice** must be given to the **Planning and Infrastructure Department** prior to the desired inspection date. **Call 403-507-4806 to arrange for an inspection**. Inspections will be conducted between 8:30am – 4:30pm Monday to Friday only. Water Services ½" or smaller are to be properly abandoned and replaced with new service connection pipe installed to the main.

The Applicant shall contact the **Town of Olds Planning and Infrastructure Department** at **403-507-4806** to arrange for a **SIDEWALK** inspection. Please note that **48 hours' notice** must be given to the **Planning and Infrastructure Department** prior to the inspection date desired. Inspections will be conducted between 8:30 am – 4:30 pm Monday to Friday only.

**All excavations within paved roads will be backfilled, compacted, and have a 3" concrete top (flush with pavement surface if asphalt top cannot be applied immediately)** and placed in the presence and observation of **Town of Olds Planning and Infrastructure Department staff**. **48 hours' notice** is required to have the inspector present. An inspection is required for any deposit to be returned. Inspections will be conducted between 8:30am – 4:30pm Monday to Friday only.

If the work is completed **WITHOUT AN INSPECTION FROM THE TOWN OF OLDS** the Contractor will be billed for the inspection at cost plus 50% for any work carried out by the Town of Olds or its agent to make any road, alley, or sidewalk safe, or to permanently complete excavations.

The **APPLICANT** will ensure that the work site is maintained in such a way that no harm may come to pedestrians or vehicles that may have to pass through or around the site, including barricades and lights if required. The Applicant agrees that the Town shall be **SAVE HARMLESS** from any injury/damages/losses that may occur due to neglect on the applicant's part. Traffic will not be delayed or detoured without authorization from the Town of Olds, Operational Services Department.

- The applicant shall provide **proof of insurance** identifying the Town of Olds as an additional named insured for those portions of construction on Town owned lands.

The Applicant must submit a time schedule from start to completion of the project for approval by the Town of Olds. The Applicant will be responsible for any work stoppages or deficiencies.

By signing this application, the Applicant agrees to conform to the above General Conditions while working within Olds town limits.

\_\_\_\_\_  
Print NAME of APPLICANT

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Date

**PERMIT APPROVAL – OFFICE USE ONLY**

File reviewed by: _____ Operational Services Date: _____	Fees Paid \$ _____ (Codes: Service Connection - Water 1-4100-411-00; Wastewater 1-4200-411-00; Security 4-0000-474- 01) Receipt # _____ Date: _____
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Comments:


**Water & Sewer Inspection Report  
(To be completed by Town of Olds)**

Permit # \_\_\_\_\_

The Town of Olds Planning & Infrastructure department requires 48 hours' notice for inspections. Inspections will be conducted between 8:30 am and 4:30 pm Monday to Friday only.

Municipal Address of PROPERTY			
Legal Description	Lot	Block	Plan
Name of OWNER			Tel
Name of CONTRACTOR / INSTALLER			Tel
Water / Sewer Line Connection <input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____			
Comments			

\_\_\_\_\_  
Signature of Water & Sewer Inspector

\_\_\_\_\_  
Signature of Contractor / Installer

\_\_\_\_\_  
Date

**Planning and Infrastructure CCC Inspection Report (to be completed by Town of Olds)**

The Town of Olds Planning and Infrastructure department requires 48 hours' notice for inspections. Inspections will be conducted between 8:30 am and 4:30 pm Monday to Friday only.

The CCC Inspection is only at the time of construction completion. This indicates that work has been completed to a satisfactory state for the two-year warranty period to start. There is a two-year compaction / settlement guarantee for all roads & sidewalks. If these settle within one year, the Contractor / Installer will make necessary corrections at no cost to the Town of Olds. This section is not applicable to existing services that are being connected to a property line.

Name of CONTRACTOR / INSTALLER		Tel
Pavement	<input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____	
Sidewalks / Curbs	<input type="checkbox"/> Approved <input type="checkbox"/> Corrections Required: _____	
Comments		

\_\_\_\_\_  
Signature of Operations Inspector

\_\_\_\_\_  
Signature of Contractor / Installer

\_\_\_\_\_  
Date

# Planning and Infrastructure FAC Inspection Report (to be completed by Town of Olds)

The Town of Olds Planning and Infrastructure department requires 48 hours' notice for inspections. Inspections will be conducted between 8:30 am and 4:30 pm Monday to Friday only.

The FAC inspection is the final inspection at the end of the two-year warranty period. If any settlement or issues have arisen due to the work, the contractor/developer must rectify issues before release of deposit. There is a two-year compaction / settlement guarantee for all roads & sidewalks. If these settle within two years, the Contractor / Installer will make necessary corrections at no cost to the Town of Olds. This section is not applicable to existing services that are being connected to the property line.

Name of CONTRACTOR / INSTALLER		Tel
Pavement	<input type="checkbox"/> Approved	<input type="checkbox"/> Corrections Required: _____
Sidewalks / Curbs	<input type="checkbox"/> Approved	<input type="checkbox"/> Corrections Required: _____
Comments		

\_\_\_\_\_  
Signature of Operations Inspector  
Installer

\_\_\_\_\_  
Signature of Contractor /

\_\_\_\_\_  
Date

*The personal information on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used in order to process this form. Please forward questions or concerns to the FOIP Coordinator at 4512 46 Street, Olds, AB T4H 1R5. Phone 403-556-6981, Fax 403-556-6537, or email FOIP@olds.ca*

## Terms and Conditions:

- If the contractor fails to remedy any site damages, settlements, or any other construction related damages incurred during the shallow utility construction and up to the issuance of FAC, the deposit will be kept and utilized by the Town to complete all construction restoration. The following two statements apply for restoration costs valued higher and lower than the deposit being held in this event:
  - A. If the costs of restoration is greater than the deposit held and utilized by the Town of Olds, the Town will keep records of time and materials utilized for these corrective actions. If/when the contractor applies for a utility excavation permit with the Town of Olds, the permit will not be approved until such time as the Town of Olds is reimbursed for the previous damages and expenses outstanding.
  - B. If the costs of the remedy are less than the amount owing, the Town at its own discretion may return a portion of the unused deposit.
- Exposing of deep utilities such as CB lines and storm mains: Contractors can either expose the lines to ensure 0.5m minimum separation OR provide camera inspection of the Town infrastructure at time of CCC to prove that Town infrastructure was not damaged by utility installation.