

# SHALLOW UTILITY LINE ASSIGNMENT GUIDELINES 2019



The following requirements apply to shallow utility construction in the Town of Cochrane's rights-of-way:

1. A review fee, which will be billed to the utility owner, is required for every application for approval or acknowledgement of notification for all line assignments. Please refer to the Town of Cochrane fee schedule for the applicable fee.
2. To identify potential conflicts in projects, drawings submitted for approval must incorporate Town of Cochrane infrastructure. Town infrastructure data can be obtained in CAD format from [CADRequests@cochrane.ca](mailto:CADRequests@cochrane.ca)

Submit drawings in the following format:

- Existing fibre, sanitary, storm and water infrastructure must be shown on the drawings as follows:
  - Solid Lines for fibre — Orange
  - Dashed and solid lines for sanitary — Green
  - Solid lines for storm — Purple
  - Dashed lines for water — Blue
- Block profiles showing elevations of Town infrastructure and the proposed utility are required where the vertical separation to mains is less than one (1) metre, at the discretion of Civil Land Development.
- Drawings must clearly show the location of the work, proposed alignment, surface features, road names, method of construction, length of work and separation distances from existing services and utilities.
- For minimum separation requirements, please see the current applicable City of Calgary Guidelines.
- Drawings must be submitted in PDF format; hard copies are no longer accepted.

All applications must be submitted in the above format to [Shallows@Cochrane.ca](mailto:Shallows@Cochrane.ca). **If this information is not clearly provided, the application may not be accepted.**

3. Where applicable, all necessary Alberta Transportation and Alberta Environment approvals are to be attached to the application.
4. A Traffic Management Plan is to be provided when working within roadways or when vehicular or pedestrian traffic will be affected. Contractors are responsible for obtaining the appropriate permits prior to commencing work in roadways.

## ONCE APPROVAL IS GRANTED

1. A preconstruction meeting is required prior to construction commencement.
2. Upon completion of the work, the grantee is to notify the Town in writing. The Town of Cochrane will require a completion inspection to assess the rehabilitation work.

3. Locates for all shallow and deep utilities must be performed prior to construction.
4. When working in or around existing roadway, appropriate traffic control measures must be provided to the Town prior to construction. A [Street Use](#) or [Temporary Road Closure](#) Permit is required where applicable.
5. All residences or businesses that may be affected by construction are to be notified in writing preferably seven (7) but at minimum three (3) days prior to construction commencement.
6. All cuts or excavations into existing roadways must be paved with hot mix asphalt. It is preferred that all cuts are paved as soon as possible after construction completion but **must** be paved no later than fourteen (14) days afterwards. If this deadline cannot be met, a temporary patching method may be used at the discretion of the Town of Cochrane Roads Department.
7. Sections of concrete sidewalk, curb and gutter that are removed must be replaced to a standard acceptable by the Town of Cochrane. It is preferred that these are replaced as soon as possible after construction completion but **must** be replaced no later than fourteen (14) days afterwards.
8. All cuts or excavations into existing roadways require adequate compaction of backfill material and reinstatement of pavement structure. Compaction and density test results must meet the City of Calgary and Town of Cochrane standards and be submitted to [shallows@cochrane.ca](mailto:shallows@cochrane.ca) for review upon completion.
9. Any settlements, deficiencies, or substandard work directly related to construction that occurs within two (2) years of completion are to be repaired by the grantee to the satisfaction of the Town of Cochrane. The two (2) year period will begin only after the Town has been notified and completed a successful inspection as per condition #2.
10. All aspects of the site must be rehabilitated to its original state to the satisfaction of the Town of Cochrane.
11. Erosion and sediment control measures must be in place prior to construction commencement, regularly maintained and removed upon completion.
12. The Town reserves the right to rescind this approval at the discretion of the Manager, Civil Land Development.
13. If any of the above conditions are not met, The Town of Cochrane reserves the right to delay or stop construction until such conditions are fulfilled.
14. If the job is not completed within one (1) year of the issue date, all documentation must be resubmitted for review.
15. For any questions regarding the above noted requirements, please contact Development Services at [403-851-2284](tel:403-851-2284) or [Shallows@cochrane.ca](mailto:Shallows@cochrane.ca)