

Shallow Utility Line Assignment Guidelines 2025

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

1. All shallow utility line assignment requests must be submitted to shallows@cochrane.ca. All proposed shallow utilities must maintain 3.0 meters of clearance from Town infrastructure. When crossing roadways, proposed shallow utilities shall be designed to be perpendicular to the roadway.
2. A review fee, which will be billed to the utility owner, is applied for every application for approval, acknowledgment of notification, or revision for all line assignments. Please refer to the [Civil Land Development Fee Schedule](#) for the applicable fees.
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 on roadways.

Once approval is granted:

5. Locates for all shallow and deep utilities must be performed prior to construction.
See: [Locating Underground Utilities](#).
6. A preconstruction meeting is required prior to construction commencement. Preconstruction meetings must be scheduled through CLDinspections@cochrane.ca, Monday through Friday between 8:30 AM and 4:00 PM (excluding holidays). Preconstruction meetings are scheduled on a first-come, first-served basis.
7. All residences or businesses that may be affected by the construction are to be notified in writing 7 (SEVEN) days in advance of construction commencement.
8. Erosion and sediment control measures must be in place prior to construction commencement, regularly maintained, and removed upon completion.
9. When working in or around existing roadways, 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. **Please note that permits for hard surface excavations will not be issued between October 15th and April 15th.**
See: [Street Use and Temporary Road Closure Permits](#).
10. 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 14 (FOURTEEN) days afterwards. If this deadline cannot be met, a temporary patching method may be used at the discretion of the Manager, Roads.
11. 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 that than 14 (FOURTEEN) days afterwards.
12. 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 [Town of Cochrane Requirements for Development](#) and [City of Calgary Roads Construction Standard Specifications](#) and must be available upon request.
13. Upon completion of the work, the grantee must submit notice to shallows@cochrane.ca. The Town will require a completion inspection to assess the rehabilitation work. All aspects of the site must be rehabilitated to its original state to the satisfaction of the Town.
14. Any settlements, deficiencies, or substandard work directly related to construction that occurs within 2 (TWO) years of completion are to be repaired by the grantee to the satisfaction of the Town of Cochrane. The 2 (TWO) year period will begin only after the Town has been notified and completed a successful inspection as per condition 13.
15. If the approved work is not completed within 1 (ONE) year of the issue date, all documentation must be resubmitted for review and will be billed as per condition 2.
16. 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.
17. The Town of Cochrane reserves the right to rescind line assignment approval at the discretion of the Manager, Civil Land Development Services.

For any questions regarding the above noted requirements, please contact shallows@cochrane.ca.