

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PL-14			Utility Line Assignments
Approval	D/M/Y	Resolution #	
From: PU-01		To: PL-14	
Amended	26/06/2017	17.260	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for Utility Line Assignments governing the location of utility lines (sewer, water, gas, power, telephone, internet, etc.) within the Town.

1. Purpose

1.1 Applications are required for any surface disturbances to streets, lanes or utility right of ways. Application for “Shallow Utility Line Assignment” to be submitted to the Town of Vulcan Development Officer.

There is no fee for the application, which forms part of this policy as Schedule “A”.

1.2 Utility Line Assignments for new subdivisions are as per Subdivision Development Agreement.

1.3 All utilities to be installed as per Town of Vulcan Engineering & Construction Standards. At the Towns discretion a formal access agreement may be required.

1.4 Installation not to commence prior to approval from Development Officer.

- END OF POLICY-

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

- All drawings are to be submitted incorporating the Town of Vulcan's infrastructure to identify potential conflicts in projects. The drawings are to be presented in the following format:
 - Existing storm mains, sanitary mains, catch basins & leads and watermains are to be shown in the drawings
 - Solid lines for storm mains
 - Dashed and solid lines for sanitary
 - Dashed lines for water

A block profile is to be provided showing elevations of existing infrastructure and the proposed line assignment.

All drawings are clearly show the location of work including all surface features, road names, all separation distances from existing services and utilities from the proposed works.

Drawings are to be submitted in hard copy: minimum 11"x17".

If this information is not clearly provided the application will not be accepted.

- Where applicable, all necessary Alberta Transportation and Alberta Environment approvals are to be attached to the application.
- A Traffic Management Plan is to be provided when working within roadways or when vehicular or pedestrian traffic will be affected.

ONCE APPROVAL IS GRANTED

- A preconstruction site meeting, prior to construction commencement, may be required to identify any additional concerns and ensure all requirements have been met.
- Upon completion of work, the utility is to notify the Town. The Town of Vulcan reserves the right to conduct an inspection to assess rehabilitation works.
- Locates for all shallow and deep utilities must be provided when working in or around existing roadway.
- All residences or businesses that may be affected by construction are to be notified in writing preferably seven (7) but at minimum two (2) days prior to construction commencement.
- All cuts or excavations into existing roadways must be paved with hot mix asphalt. Timeframe for installation of pavement to be confirmed.
- Sections of concrete sidewalk, curb and gutter that are removed must be replaced to a standard acceptable to the Town of Vulcan. Timeline for replacement to be confirmed.
- All cuts or excavations into roadways require adequate compaction of backfill material and reinstatement of pavement structure. Testing results may be requested for approval.
- Any settlements, deficiencies, or substandard work directly related to construction that occurs within two years of completion are to be repaired by the applicant to the satisfaction of the Town of Vulcan.
- All aspects of the site must be rehabilitated to its original state to the satisfaction of the Town.
- The Town of Vulcan reserves the right to delay or stop construction.