

**Department:**  
Public Works & Engineering

**Section:**  
TA – Third Party Activities

## TA-01 Road Excavation Policy

### Policy Statement

This policy is to define the responsibility of the parties involved when excavations are carried out in public right of ways, to define regulations related to the work, to specify that the work will conform to Leduc County standards and safety requirements, to ensure that Leduc County is provided with the proper information and scheduling enabling the issuance of the excavation permit and to establish rates approved by the County Manager.

### Policy Intent

To ensure all open cut excavations within county roadways are repaired to existing conditions or better.

### General

1. Trench excavation will not be allowed on paved roadways where directional drilling can be performed.
2. Trench excavation will not be allowed on roadways paved no earlier than two years after the final lift of asphalt was placed.
3. All parties excavating within a Leduc County public right of way shall obtain a permit from the Leduc County Public Works & Engineering Department prior to starting construction.
4. No persons, other than those working for and authorized in writing by the utility company or authorized by Leduc County will be issued an excavation permit.
5. Alignment approval for new utility installations, borehole or monitoring wells must be obtained from the Leduc County Public Works & Engineering Department.

### Occupational Health & Safety Requirements

It is the expectation that all contractors carrying out excavations in a public right of way shall have a valid certificate of recognition relevant to their industry and shall comply with Alberta Occupational Health & Safety Act, Regulations and Code.

### Road Closure

Complete road closures will not be permitted unless it's during an emergency repair. For two lane roadways, one lane must remain open with alternating traffic at all times. For three or more lane roadways, two lanes (one in each direction) must be maintained at all times.

A road closure permit must also be completed if traffic is affected before Permit to Open Cut Roadway will be issued.

### Maintenance and Warranty Period of Utility Cuts, Barricades, and Lights

The permit holder shall be responsible for the maintenance of the excavated area during construction and for a maximum period of twenty one days after the Leduc County Public Works & Engineering office has been advised that all work on the excavation has been completed as per the Construction Specifications.

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In addition, the permit holder shall obtain permission from the Leduc County Public Works & Engineering concerning erecting and maintaining adequate barricades, signs and flashing caution lights during the entire period of his operation.

In the event that the barricades and/or flashing caution lights are removed, damaged, or destroyed while under the permit holder's responsibility, and if it is found necessary for the County to re-establish such barricades and/or lights, this work will be done at the expense of the permit holder.

If final repairs have not been completed, i.e. pavement replacement, within seven days following notification to the County, the County may assume responsibility for maintenance of the excavated area, including barricades, signs, and lights at the expense of the permit holder. The security deposit held by the county may be used for repairs, maintenance, and staff time.

### Other Utilities

The permit holder shall be responsible for checking the location of other utilities and facilities in the working area, either below or above ground, as related to the following agencies:

- ATCO Gas
- Telus Communications
- Shaw Cablesystems Ltd.
- County Water Distribution, Sanitary and Storm Collection Systems
- All other utilities in the vicinity of work

### Liability

The permit holder undertakes and agrees to indemnify and save harmless Leduc County from, of, and against any and all liabilities and claims for damages of any nature and kind, or any judgements related thereto, caused to persons or property by reasons of his activities upon Leduc County property, roads, rights of way, easements, or utility lots.

### Backfill Requirements

All work shall be carried out by the permit holder at no expense to Leduc County.

The applicant shall backfill and compact excavations, as outlined in the Construction Specifications. Upon removal of excess material from the area, the applicant shall request, from Leduc County Public Works & Engineering, an inspection of his completed work.

**NOTE:** Any work undertaken by the permit holder found to be deficient or defective will result in Leduc County taking the necessary measures to correct the deficiencies at the permit holder's expense.

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### Issuance of Excavation Permits

Excavation permits will only be issued to companies or agencies as approved by Leduc County. Permits will not be issued to subcontractors doing work for a utility company or agency unless the owner of the utility provides permission in writing for the sub-contractor to be issued the permit. The permit holder agrees to be responsible for all obligations, including repair costs for damages by the subcontractor, and to make payment of all funds for which the permit holder or subcontractor are responsible under the terms of these regulations. Issuance of permit will require a security deposit as listed on permit.

Where there is no utility involved, the permit holder is ultimately responsible for all costs.

#### 1. Information Required

Job contact information  
Location (complete with job number)  
Schedule (dates - start and end)  
Work to be done  
Permit Fee - \$250.00

#### 2. All Roadways except Transit Bus Routes

General repair or construction plans and a schedule of work are required seven days prior to the County approving the permit so that the Public Works & Engineering Department can approve road closures and detours, if necessary. The road closure and detour work will be at cost to the permit holder. Prior approval of the alignment does not constitute approval of an excavation permit. Excavation cannot proceed until Leduc County Public Works & Engineering has approved the closure/detour.

#### 3. Transit Bus Routes

If the work is a general repair or new construction (non-emergency) on an arterial roadway or transit bus route, we will require plans and a schedule of work ten days prior to Leduc County approving the permit so that the Public Works & Engineering Department can approve road closures and detours, if necessary. The road closure and detour work will be at cost to the permit holder. Prior approval of the alignment does not constitute approval of an excavation permit. Excavation cannot proceed until the Leduc County Public Works & Engineering has approved the closure/detour.

Construction in these areas should be continuous until the job is complete, i.e. not left over weekends.

If the work is of an emergency nature on a bus route (e.g. a gas leak), the utility company involved must contact the Leduc County Public Works & Engineering Department as soon as possible to arrange for approval and apply for a permit the next working day.

### Monitoring & Updating

This policy will be review annually.

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### Definitions

Emergency repair: An unplanned repair that may be a potential risk to public safety if not repaired in a timely fashion. i.e. watermain break, gas leak.

Transit Bus: Leduc Transit or C-line buses.

### Scope/Application

This policy applies to all contractors, subcontractors, utility companies or members of the public.

### Authority/Responsibility

Alberta Occupational Health & Safety Regulations and Code

### Procedures

1. Construction Specifications - Trench and Backfill
2. Construction Specifications - Fillcrete

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