

EXCAVATION PERMIT APPLICATION

LOCATION	
Civic Address:	
Area of Excavation: ☐ Paved Roadway ☐ Paved Alley ☐ Sidewalk ☐ Curb & Gutter ☐ Gravel Roadway ☐ Gravel Alley ☐ Boulevard ☐ Median ☐ Trail ☐ Other:	
Reason for Excavation ☐ Water ☐ Storm ☐ Power ☐ Cable ☐ Wastewater ☐ Gas ☐ Phone ☐ Fiber	
Site Plans Attached: Yes ☐ No ☐	Insurance Attached: Yes ☐ No ☐
Start Date:	End Date:
Comments:	
APPLICANT	
Applicant Name:	
Telephone:	Email:
PO Box or Street Address:	
Field Representative Name:	
Telephone:	Email:
DECLARATION	
Signature of Applicant:	Date:
I agree to conform to the terms and conditions at all times while working within the Town of Vermilion. Yes ☐ No ☐	
PERMIT APPROVAL	
☐ Approved ☐ Refused ☐ Approved with additional conditions Reason:	
Signature of Town Representative:	Date:
Permit No.:	Expiry Date:
Permit Fees:	Damage Deposit:
INSPECTION APPROVAL	
Initial Inspector Signature:	Date:
Final Inspector Signature:	Date:

This Permit shall be kept onsite at all times

TERMS AND CONDITIONS

General

Excavation Permit Applicants (“the Applicant”) who, in the process of any construction or excavation activities disturb, remove, damage, or destroy existing infrastructure on Town property are required to restore said infrastructure to its original condition or better. All restoration work must be in accordance with these Terms and Conditions and to the satisfaction of the Town inspector. For the purpose of these Conditions, “the Applicant” includes any employees or agents of the Applicant, and any contractors or subcontractors engaged by the Applicant. By making application for an Excavation Permit, the Applicant agrees to be bound by these Terms and Conditions.

Locates And Approvals

It is the responsibility of the Applicant to have the appropriate locates of utility infrastructure (both Municipal and Franchise) completed, and to have all relevant Permits and/or approvals (including, but not limited to Development Permits, Demolition Permits, Building Permits, Road Closure Permits, and Utility Line Approvals, as appropriate), prior to work commencing. For any work within or adjacent to the roadway that requires road/lane closures, barricades, or detours, the Applicant must also apply for a Road Closure Permit.

Public Notification

Where work is to occur adjacent to privately owned property other than that owned by the Town, or within privately owned property within a utility right-of-way, the Applicant must provide written notice to the owners of said properties a minimum of five (5) working days in advance of the work being carried out.

Restoration of Pavement, Sidewalks, Curbs and Gutters

The Applicant will be responsible for the restoration, to its original condition, of all damaged pavement, sidewalk, curbs and gutters resulting from the construction and/or installation of appurtenances. The Applicant is responsible to review the work site(s) prior to commencing, and to notify the Town of any existing damage to sidewalks, curbs, or asphalt adjacent to the work. Any damage not identified prior to the commencement of work will assumed to be the result of the actions of the Applicant. These restorations must be completed no more than four (4) weeks from the time of the excavation, unless seasonal conditions do not permit the work to be carried out within that time.

If, in the opinion of the Town, the Applicant is not adequately equipped or knowledgeable to perform the required work of paving and/or constructing sidewalks, curbs and gutters, the Town may request that the work be sub-contracted, at the Applicant’s cost, to a qualified contractor who is acceptable to the Town.

Pavement

Where construction requires excavation along or across existing pavement, the pavement must first be saw cut in straight lines parallel to the trench centerline. Shoring or trench boxes must be employed on the trench excavation to minimize the area disturbed. Where the excavation is around a manhole, the edge of the excavation must extend a minimum of one metre from the manhole barrel, to allow for adequate compaction.

Where backfill is required it must be native material placed in lifts not exceeding 150 mm in compacted thickness, and each lift must be thoroughly compacted to a minimum of 98% of Standard Proctor Density (SPD) to within 0.60 m of the bottom of the subgrade and 100% of SPD from 0.60 m to the bottom of the subgrade. In the event that the native material is unsuitable, the Applicant may either import suitable material, or place concrete fill with a minimum twenty-eight-day compressive strength of 10 MPa to match the surrounding subgrade. Concrete fill must be consolidated using a pencil type vibrator and finished with a wooden trowel. The thickness of the granular base must match the existing structure, and must be a 20 mm crushed granular, compacted to 100% of SPD.

No paving will be permitted after September 30 of any year without written permission from the Director of Infrastructure & Planning Services. In the event seasonal conditions delay the restoration of the permanent driving surface, a temporary surface of cold mix must be laid down and maintained at the Applicant’s expense until the permanent surface is placed. Where this is the case, the four (4) week period in which repairs must be made will be considered to have commenced on May 15th of the following year.

Curb and Gutter

Concrete curb and gutter must be replaced to match the existing structure and slopes. Granular base under concrete must be a 20 mm crushed granular material, compacted to 100% of SPD. Concrete fill must be placed adjacent to new gutters or curbs to replace pavement structure removed to accommodate the setting of forms. All loose material, mud, and water must be removed from the excavation prior to placing any concrete fill. The concrete fill must be placed to within 75 mm of the finished pavement surface and then consolidated using a pencil type vibrator and finished with a wooden trowel.

Concrete for the curb and gutter must be Type HS, and air entrained (5 to 8%) with a minimum twenty-eight-day compressive strength of 32 MPa. Reinforcing steel must be installed in the concrete where the curb and gutter crosses over underground excavations. The concrete surface must be sprayed with an approved curing compound. The forms for the curb and gutter must be inspected by the Town prior to pouring concrete.

If the curb and gutter is removed on the corner of an intersection where there is no curb ramp, the Applicant must notify the Director of Infrastructure & Planning Services to request the installation of a curb ramp. In this instance, the Applicant is responsible only for the cost of the replaced curb and gutter; the Director of Infrastructure & Planning Services will direct either compensation to the Applicant for the installation of the curb ramp, or the Applicant providing compensation for the cost of curb and gutter installed.

Sidewalk

Concrete sidewalk must be replaced to match the existing infrastructure. Granular base under concrete must be a 20 mm crushed granular material, compacted to 100% of SPD. The concrete must be Type HS, and air entrained (5 to 8%) with a minimum twenty-eight-day compressive strength of 32 MPa. 10M rebar must be installed in the concrete where the sidewalk crosses over underground excavations. The concrete surface must be sprayed with an approved curing compound.

Sidewalks crossing lanes or commercial driveways must be a minimum thickness of 180 mm and must be reinforced with 10M rebar.

Sidewalks must be sloped toward the curb and gutter at a minimum crossfall of 2% and a maximum crossfall of 4%.

Boulevards, Grassed Areas and Landscaped Areas

The Applicant is responsible to review the work site(s) prior to commencing and notify the Director of Infrastructure & Planning Services of any existing damage or poor vegetation within or adjacent to the work area. All excavations in these areas must be backfilled prior to leaving the site following completion of the work, including hydrovac holes. All restoration of these areas must be completed within four (4) weeks of the work taking place. In the event seasonal conditions do not permit restorations in these areas (typically after September 30), the four (4) week period in which repairs must be made will be considered to have commenced on May 15th of the following year, unless otherwise approved by the Director of Infrastructure & Planning Services.

In the event any hydrovac hole needs to be left open at the end of the day where work will resume on a following day, it must be covered with a rigid sheet (e.g., plywood or a steel plate), and marked off at the corners with lath and flagging. Prior to leaving the site, these holes must be backfilled with compacted fill.

All filled excavations, particularly if filled during frozen conditions, must be regularly monitored for settlement, and be re-filled as needed until the surface restoration is completed.

Boulevards

Boulevard areas must be graded uniformly and sloped towards the curb and gutter with a minimum slope of 2% and a maximum slope of 4%. A minimum of 100 mm of topsoil must be placed on boulevards.

All boulevard areas must be restored with sod or seed as approved by the Director of Infrastructure & Planning Services and must be applied in an approved manner. All fill material must be compacted to a minimum of 95% of Standard Proctor Density.

Grassed Areas

In those areas where natural grass existed prior to construction, the Applicant will be required to restore any grassed area damaged or destroyed during the construction.

Prior to the commencement of any construction work the existing topsoil must be removed, where possible, and stockpiled.

All fill material must be compacted to a minimum of 95% of Standard Proctor Density. Topsoil must be spread and lightly compacted to a minimum depth of 100 mm over all those areas where the grass has been damaged or destroyed. Any additional topsoil will be leveled, smoothed, and then seeded to grass of a type similar to that of the previously existing grass. The Applicant must supply all seed and must apply it at a rate of not less than 3.5 kg per 100 square metres. After the application of the seed, the seed must be incorporated into the soil with wire rakes or some other suitable means. After the seeded area has been raked, the seeded area is to be rolled with a light turf roller.

Landscaped Areas

Where the Applicant disturbs landscaped areas (such as lawns, golf courses and parks), the topsoil must be replaced to the depth that was in existence prior to commencement of the work. The Applicant must install sod in all areas where the grass has been damaged or destroyed, with a grass similar to that of the previously existing grass. The Applicant will be responsible for the restoration of all perennial plantings or landscaping features destroyed during construction.

Trees and Shrubs

Where construction necessitates the displacement of trees or shrubs, approved horticultural techniques will be applied in removal and replacement. Replacement plantings must be acceptable to the Director of Infrastructure & Planning Services.

Erosion and Sedimentation Control

It is the responsibility of the Applicant to review the areas to be restored and determine whether erosion and sedimentation control Best Management Practices (BMPs) are required to prevent erosion of soils placed during restoration prior to the establishment of grass (typically in sloped areas, and drainage courses). The Applicant is encouraged to consult with the Director of Infrastructure & Planning Services in the event it is unclear whether BMPs would be required or not. If, in the evaluation of an area that is to be or has been restored, the Director of Infrastructure & Planning Services deems it necessary that erosion and sedimentation control BMPs are placed, the Applicant must place the appropriate BMPs. The Applicant is responsible to monitor and maintain the BMPs during the warranty period, and restore any areas where placed soils have eroded, whether BMPs were placed or not.

Clean-Up

The Applicant is to leave all areas occupied during the work in a clean and safe condition, in similar or better to that when the work commenced. All construction materials, construction waste, debris, survey lath, locate flags, and any other materials used in or produced by the execution of the work must be removed, and walkways cleaned of any spilled or deposited soil or materials resulting from the work or restoration.

Restoration Work

The Applicant is responsible for the restoration to its original condition of all damages resulting from the construction or excavation, including but not limited to pavement, sidewalks, curb and gutter, walkways, medians and boulevards, grass, trees, and plantings.

All restoration of pavement, sidewalks, curbs, and gutters shall be in accordance with the Town of Vermilion's specifications for the appropriate item of work and to the satisfaction of the Director of Infrastructure & Planning Services.

If, in the opinion of the Director of Infrastructure & Planning Services, the Applicant is not adequately equipped or knowledgeable to do a satisfactory job of restoration, they may request that the work be subcontracted, at the Applicants cost to a qualified Contractor who is acceptable to the Town.

Additional and/or alternate terms and conditions may be required depending on municipal needs and practices.

Inspection

All construction or excavation work by the Applicant (or its Contractors) in the Town of Vermilion is subject to inspection by the Director of Infrastructure & Planning Services or an authorized representative. Prior to construction, the Applicant (or its Contractors) shall notify the Director of Infrastructure & Planning Services of any proposed construction within the Town of Vermilion. The Applicant (or its Contractors) must permit access to all of the work as required by the Town inspector and must cooperate with Town inspector in the carrying out of their duties. All restoration work must be inspected by the Town inspector, and the Applicant must correct any deficiencies in the restoration work to the satisfaction of the Town.

Warranty Period

The Applicant will be responsible for the repair of all deficiencies to the restored areas within a two-year period of completion of the restoration, and for the maintenance of landscape restorations until the seed and/or sod is established. Deficiencies include but are not limited to: settlement of any restored surface; cracking of asphalt or concrete; and failure or insufficient growth in landscaped areas. If a significant defect, fault or deficiency is identified which requires repair to prevent further damage or effects, the Applicant must remedy it within fifteen (15) working days. If the repair is not carried out in this time, the Town may, after giving an additional fifteen (15) working days' notice, take all necessary steps to have the work done, with the costs of arranging and doing such work paid by the Applicant. The Town reserves the right to immediately correct defects which, in the opinion of the Town, pose a danger to public safety, with the costs of arranging and doing such work paid by the Applicant.

Summary of Conditions

1. All utility locates and permit applications are the responsibility of the Applicant.
2. The Applicant must provide site plans with the Application that clearly describes the proposed work.
3. For any work within or adjacent to the roadway that requires road/lane closures, barricades, or detours, the Applicant must also apply for a Road Closure Permit.
1. The Applicant shall notify the Infrastructure & Planning Services Department two (2) working days prior to commencement of work.
2. The Applicant shall notify all affected residents/businesses five (5) working days prior to commencement of work.
3. The Applicant is responsible for the restoration to its original condition of all damages resulting from the excavation, including but not limited to pavement, sidewalks, curb and gutter, walkways, medians and boulevards, grass, trees, and plantings.
4. All restorations shall be in accordance with the Town of Vermilion's detailed specifications for the appropriate item of work and to the satisfaction of the Director of Infrastructure & Planning Services.
5. The Applicant is responsible to remove all construction materials, construction waste, debris, survey lath, locate flags, and any other materials used in or produced by the execution of the work.
6. In the event the Applicant does not rectify any unsatisfactory restoration work in a timely fashion, or fails to maintain a restored area, or if a deficiency or defect is deemed to be a danger to public safety, the Town of Vermilion may arrange to have the work done and the cost of such work will be borne by the Applicant.
7. The Applicant is responsible for restoration and repair of all deficiencies to settlements, pavement, concrete, or landscaping within a two-year period of construction restoration and completion, and the maintenance of seeded and/or sodded areas until grass is established. If the Town has to correct any deficiencies noted during this two-year period, the cost of the work shall be borne by the Applicant.
8. The Applicant must provide as-built drawings following the completion of the work.