

Highways Excavation Permit (HEP)

The purpose of this permit is to authorize applicants permission to excavate on City owned property within acceptable limits, as per Street and Traffic Bylaw No. 1536-2006. The application must be submitted, to the Engineering Department by person, email or fax 604-853-2219, prior to any work being performed.

The HEP application process helps to ensure that City Departments, which may be required to provide services, are aware of and prepared for potential conditions arising from the event, i.e. traffic control.

HEP required for:

- utility cuts;
- borehole drilling; and
- culvert installation.

Applications must include:

- copy of insurance certificate, listing the City of Abbotsford as additional insured in, the amount of \$5 million;
- fee, dependant of work being done;
- map of excavation area;
- traffic control plan, if required; and
- security deposit, if required.

For more information, please contact the Engineering Department, 604-864-5514, or refer to Street and Traffic Bylaw No. 1536-2006.



32315 South Fraser Way
 Abbotsford, BC V2T 1W7
 Phone: 604-864-5514
 Fax: 604-853-2219

APPLICATION FOR
HIGHWAY EXCAVATION
PERMIT NO.

File No.: 4520-35

Check applicable box: General Borehole Drilling Driveway and/or Culvert

Application Date: _____

Applicant's Name:	_____	Phone:	_____
Company Name:	_____	Fax:	_____
Address:	_____	Cell:	_____
City:	_____	Pager	_____
Postal Code:	_____	Contact:	_____
Start Date/Time:	_____		
Completion Date/Time:	_____		
Address/Name of Street (where work is to be done):	_____		
Nearest Intersecting Street:	_____		
Address of Abutting Properties:	_____		
Purpose of Excavation/Construction:	_____		
Size of Excavation: (General Utility)	_____		
Distance of Excavation from Curb or Pavement Edge: (General Utility)	_____		

Requirements:

- The City of Abbotsford is to be named as **"an additional named insured"**. To facilitate the indemnification and saving harmless of the City, its' servants, agents and employees, the applicant shall maintain in force an insurance policy providing a minimum liability coverage of \$5,000,000 for as long as this permit is in effect. The City shall be named in the policy that requires that thirty (30) days written notice be given the City prior to any alterations to, or cancellation of, the policy.
- | | | |
|---------------|-----------|-------|
| Permit Fee | \$ | _____ |
| Insp. Fee | \$ | _____ |
| Sec. Deposit | \$ | _____ |
| Total: | \$ | _____ |
- See **Special Conditions** attached.

Engineering Dept.

- Application Completed
- Copy of Insurance Papers
- Fees (WO#E200-410802, 210039 – security deposit)
- Managers Approval
- Road Closure forwarded to Operations

Date faxed/picked-up: _____
 S/D refund approved: _____
 Date S/D refunded: _____

I /We declare that I/We are aware of the terms and conditions of Street and Traffic Bylaw No. 1536-2006 and the attached special terms and conditions, and that I/We will abide by all such terms and conditions imposed in respect of this application

I/We agree to assume full responsibility for any loss or damage suffered by anyone or to any property whatsoever caused directly or indirectly by the Works or other Highway Use for which this Permit was issued, and shall save harmless and indemnify the City from all claims and demands whatsoever in respect of the Works or other Highway Use and in respect of the issuance of this Permit except to the extent that such claims and demands result from the willful act or neglect of the City, its employees, agents, or contractors.

Applicant's Signature

Date

The applicant is authorized to make an excavation in or under the above named street at the location designated, PROVIDED HOWEVER, all work is performed in accordance with the attached terms, conditions and regulations, the applicant's approved plans, the City's bylaws, specifications and regulations governing highway excavations, and the following special conditions and terms:

and any special terms and conditions as may be imposed during the performance of the authorized work.

Manager, Inspections & Permits

Date

Director of Engineering

Date

CITY OF ABBOTSFORD

SPECIAL CONDITIONS FOR HIGHWAY EXCAVATION PERMIT

The attached Highways Excavation Permit shall be reviewed for City approval subject to the following:

BOREHOLE DRILLING

- Provide traffic control and signing to conform to “Traffic Control Manual for Work on Roadways”, published by Ministry of Transportation;
- Ensure traffic delays do not exceed five minutes. Remove equipment and reschedule during low traffic periods if required by City;
- Upon completion of testing and monitoring program:
 - 1) remove metal casing and locking cap of piezometer pipe;
 - 2) fill hole with controlled density fill (as per Master Municipal Specifications) to within 100 mm of surface;
 - 3) place 100 mm of compacted hot-mix asphalt ; and
 - 4) fill hole with controlled density fill (as per Master Municipal Specifications) to surface.
- The Works Inspection Department shall be notified 24 hours in advance of start time of borehole drilling or monitoring*, at 604-864-5514; and
- A security deposit of \$500, per borehole drilled, is required. The fee will be returned upon completion of the drilling/monitoring and approval of works inspector.

* For each borehole monitoring, applicant must apply for a “Highways Use Permit”.

GENERAL/ CULVERTS

- The Works Inspection Department shall be notified 48 hours in advance of construction commencement on City road allowances at 604-864-5514;
- Local traffic and emergency vehicles are permitted access at all times;
- The applicant is responsible for any traffic control requirements. A traffic control plan shall be submitted to the City for approval, prior to the commencement of any on-street construction. Single lane traffic in each direction is the minimum acceptable standard;
- All drainage ditches, road shoulders, pavement and driveways, which are removed or damaged during the work, are to be replaced to current City specifications;
- Any damaged pavement is to be restored to original condition;
- City service cards and as-built drawings shall be used to locate existing City utilities;
- The applicant shall be fully responsible for the restoration of boulevards and private property to a condition at least as good as the original. This shall include shrubs, planters, trees, etc. that are encountered, whether on boulevards or private properties. A signed Letter of Release is to be obtained from each property owner affected, with a copy submitted to the City;

- The applicant is responsible for locating all underground utilities, pipes, mains, structures, etc. The applicant is responsible for any damages to those features, resulting from this installation. All damages to the water, storm and /or sanitary systems are to be repaired by City works crews, with costs borne by the contractor;
- The contractor shall restore all disturbed areas to the satisfaction of the Director of Engineering; and
- For culvert installations, the applicant shall fill in all information (as indicated in boxes) on Drawing No. D-811 and submit with the permit application.