

## TOWN OF COCHRANE GUIDELINES FOR:

- **SHALLOW UTILITIES LINE ASSIGNMENT**
  - **REQUIREMENTS FOR APPROVAL PROCESS**



The following are requirements for companies working on shallow utilities in the Town of Cochrane:

1. A review fee, which will be billed to the applicant quarterly, is required for every application for approval or acknowledgement of notification for all line assignments. Please refer to the Town of Cochrane fee schedule for the applicable fee.
2. Drawings are to be submitted incorporating The Town of Cochrane'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 to clearly show the location of the work including all surface features, road names, all separation distances from existing services and utilities from the proposed works, and must be accompanied by a cover letter clearly specifying the type of work being done.
  - Drawings are to be submitted in hard copy; minimum 11"x17".

Town infrastructure can be obtained from the GIS department. All applications are to be submitted in the above mentioned format. Any other formats will not be accepted. (GIS – Stefan Price – [stefan.price@cochrane.ca](mailto:stefan.price@cochrane.ca))

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

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.

### *ONCE APPROVAL IS GRANTED*

1. A preconstruction site meeting, prior to construction commencement, may be required to identify any additional concerns and ensure all requirements have been met.
2. Upon completion of the work, the utility is to notify the town. The Town of Cochrane reserves the right to conduct an inspection to assess rehabilitation works.

3. Locates for all shallow and deep utilities must be performed prior to construction.

4. Appropriate traffic control measures must be provided when working in or around existing roadway. All traffic control measures must be as per approved Traffic Management Plan.

5. 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.

6. All cuts or excavations into existing roadways must be paved with hot mix asphalt. It would be preferred that these are paved as soon as possible after construction completion, but *must* be paved no later than fourteen (14) days afterwards. If this deadline cannot be met, a temporary patching method may be used at the discretion of the Town of Cochrane Roads Department.

7. Sections of concrete sidewalk, curb and gutter that are removed must be replaced to a standard acceptable by the Town of Cochrane. It would be preferred that these are replaced as soon as possible after construction completion but *must* be in place no later than fourteen (14) days afterwards. If this deadline cannot be met, a temporary replacement method may be used at the discretion of the Town of Cochrane Roads Department.

8. All cuts or excavations into roadways require adequate compaction of backfill material and reinstatement of pavement structure. Testing results may be requested for approval.

9. Any settlements, deficiencies, or substandard work directly related to construction that occurs within two years of completion are to be repaired by the utility owner to the satisfaction of the Town of Cochrane.

10. All aspects of the site must be rehabilitated to its original state to the satisfaction of the Town of Cochrane.

11. Erosion and sediment control measures must be in place prior to starting work. Erosion and sediment control measures are to be maintained regularly as to ensure proper performance.

12. If any of the above conditions are not met, The Town of Cochrane reserves the right to delay or stop construction until they have been met.

13. **Approval is valid for ONE YEAR from the date on the approval letter.**

14. For any questions regarding the following, please contact:

- Grassed areas, boulevards, parks – Gerry Murphy – [403-851-2590](tel:403-851-2590) – [Gerry.Murphy@cochrane.ca](mailto:Gerry.Murphy@cochrane.ca)
- Roads, sidewalks, curb & gutter – Wally Hume – [403-851-2590](tel:403-851-2590) – [Wally.Hume@cochrane.ca](mailto:Wally.Hume@cochrane.ca)
- Fire/EMS – Mac deBeaudrap – [403-851-2541](tel:403-851-2541) – [Mac.deBeaudrap@cochrane.ca](mailto:Mac.deBeaudrap@cochrane.ca)
- Erosion and Sediment Control – David Robinson – [403-851-2580](tel:403-851-2580) – [David.Robinson@cochrane.ca](mailto:David.Robinson@cochrane.ca)

# Town of Cochrane **ENGINEERING** Services

## 2016 Fee Schedule



MISCELLANEOUS		2016 Fee	Quick Code & GL Code	
<b>FUTURE INFRASTRUCTURE CONTRIBUTION</b>				
Future Infrastructure Deposits		\$0.00	CR31	4-61-03-422
<b>BUILDER DAMAGE DEPOSITS</b>				
Security Deposit Related to Building Permits		\$3,000.00	CR32	4-61-03-421
<b>SHALLOW UTILITIES (Line Assignments)</b>				
Review and Administration		\$150.00 plus GST	CR37	1-61-03-416
<b>SUBDIVISIONS &amp; DEVELOPMENT PERMITS</b>		<b>2016 Fee</b>	<b>Quick Code &amp; GL Code</b>	
<b>NON-SPECIFIC AREA</b>				
As detailed by Engineering Technologist		Determined by Technologist	CR94	1-61-03-424
<b>LARGER THAN 10 HA ~ \$1,425 plus \$575 per Hectare</b>				
Drawing and Report Review	1st Submission	\$500 plus \$250 per ha	CR95	1-61-03-421
Subdivision Servicing Agreement	Draft and Execute SSA	\$500 plus \$250 per ha		
Development Agreement	Draft and Execute DA	\$500 plus \$250 per ha		
Mandatory Site Inspections and Meetings		\$100 plus \$25 per ha		
CCC & FAC Inspections and Administration		\$250 plus \$50 per ha		
CAD Fee	Provision of digital data	\$75 flat fee		
<b>2 HA TO 10 HA ~ \$1,425 plus \$455 per Hectare</b>				
Drawing and Report Review	1st Submission	\$500 plus \$200 per ha	CR96	1-61-03-422
Subdivision Servicing Agreement	Draft and Execute SSA	\$500 plus \$200 per ha		
Development Agreement	Draft and Execute DA	\$500 plus \$200 per ha		
Mandatory Site Inspections and Meetings		\$100 plus \$15 per ha		
CCC & FAC Inspections and Administration		\$250 plus \$40 per ha		
CAD Fee	Provision of digital data	\$75 flat fee		
<b>LESS THAN 2 HA ~ \$1,425 plus \$340 per Hectare</b>				
Drawing and Report Review	1st Submission	\$500 plus \$150 per ha	CR97	1-61-03-423
Subdivision Servicing Agreement	Draft and Execute SSA	\$500 plus \$150 per ha		
Development Agreement	Draft and Execute DA	\$500 plus \$150 per ha		
Mandatory Site Inspections and Meetings		\$100 plus \$10 per ha		
CCC & FAC Inspections and Administration		\$250 plus \$30 per ha		
CAD Fee	Provision of digital data	\$75 flat fee		
<b>SPECIAL PROJECTS</b>		<b>2016 Fee</b>	<b>Quick Code &amp; GL Code</b>	
<b>INFRASTRUCTURE (STORM POND, OFFSITE, RESERVOIR, etc.) ~ Flat Rate of \$3,775 per application</b>				
Drawing and Report Review		\$1,500.00	C103	1-61-03-419
Subdivision Servicing Agreement	Draft and Execute SSA	\$1,500.00		
Development Agreement	Draft and Execute DA	\$1,500.00		
Mandatory Site Inspections and Meetings		\$200.00		
CCC & FAC Inspections and Administration		\$500.00		
CAD Fee	Provision of Digital Data	\$75.00		
<b>STRIPPING and GRADING ~ Flat Rate of \$750 per application</b>				
Drawing and Report Review		\$550.00	C104	1-61-03-420
Mandatory Site Inspections and Meetings		\$200.00		
<b>ADDITIONAL CHARGES</b>		<b>2016 Fee</b>	<b>Quick Code &amp; GL Code</b>	
<b>FINAL INSPECTIONS ~ 3rd &amp; SUBSEQUENT</b>				
Final 3rd Inspection		\$500.00	CR99	1-61-03-415
4th & each Subsequent Final Inspection		\$750.00 per inspection		
Emergency After Hours Inspections		\$250.00 per inspection	C100	1-61-03-415
<b>FINAL SUBMISSIONS ~ 3rd &amp; SUBSEQUENT</b>				
3rd Submission Drawing & Report Reviews		\$1,500.00	C101	1-61-03-417
4th & each Subsequent Submission		\$1,500.00 per submission		
<b>VARIANCES AFTER APPROVAL</b>				
Request for Variance after Approval	Changes to Approved Engineering Design	\$130.00 per request	C102	1-61-03-418