



Info Sheet – Excavation Permits

An Excavation Permit is needed whenever work might or will cause damage to the surface of land that is owned or controlled by the City of Lloydminster (City), including but not limited to:

- City owned lots including parks, green spaces, and public utility lots;
- Road Right-of-Way (road allowance); and
- Utility Right-of-Way (easements) owned by the City.

Work that often causes damage to surfaces includes:

- Crossing non-roadway surfaces with vehicles and/or equipment, or temporary use of City land for parking, laydown, staging, or storage.
- Digging, hydrovac/daylighting, directional drilling, or boring.
- Replacement of surface structures such as poles or pedestals.

The application form can be found on the City's website at www.lloydminster.ca/permits. Applications must be made at least two (2) working days before the work starts.

The application needs:

- Location the work is taking place, including the civic address(es).
- The type of work being done (for example a service installation or directional drilling).
- The drawings for the work. If the work involves installing shallow utility lines, make sure the drawings include the total length of the lines. If the work is for utility maintenance (for example, replacement of a pedestal), this can be a sketch of the location of the work.
- The supporting approval number. This will be either a Development Permit Number, a Demolition Permit Number, or a Utility Line Approval Number. If the work is for utility maintenance, write "N/A - Maintenance" in the Utility Line Approval Number space.
- Contact information for the Applicant as well as the field representative for the Applicant.
- An insurance certificate meeting the Conditions of the Excavation Permit.

NOTE: *by signing the application, the person or company making the application for the Excavation Permit becomes responsible for **all** aspects of the Conditions of the Excavation Permit. This includes repairing surface damage after the work is done, and any maintenance or repairs during the two (2) year warranty period.*

If the work is in a utility right-of-way, each property owner must confirm that they are aware of the work (either a letter or an email). Send these with the application.

The City will contact the Applicant for payment of the fees for the Permit, and the damage deposit. These amounts can be found in the current version of the City's Development Fee Schedule bylaw, at www.lloydminster.ca/bylaw.

Before starting work, inspect the work area(s) for existing damage or surfaces in poor condition. If any are found, report these to the City, including photos. Any damage found by the City during inspections that was not reported will be assumed to have been caused by the Applicant's work.

Once the work is done, the damage must be repaired within four (4) weeks. Where seasonal conditions prevent full repairs, temporary repairs must be made, including filling any holes with sand and placing cold mix asphalt patches on road excavations. Take photos of the temporary restorations and send them to the City as described in the approval letter for the Permit. Temporary repairs must be maintained until full repairs can be finished. The four (4) weeks to finish the full repairs will begin the following June 1st.

Once the final repair work is done, the Applicant must contact the City for an inspection. Once the City has accepted the repair work, the City will return the deposit and the two (2) year warranty period will start.

The Applicant is responsible for any settlement or other failure of the repaired area(s) during the warranty period. At the end of the warranty period, the City will inspect the restored areas, and if acceptable, will notify the Applicant that their responsibilities under the Permit have ended.

More information can be found on the City's website at www.lloydminster.ca/excavation. You may contact the City at 780-874-3700 or permits@lloydminster.ca with any questions.