



TOWN OF  
**DIAMOND  
VALLEY**

Box 10  
301 Centre Avenue West  
Diamond Valley, AB T0L 0H0

403-933-4348  
info@diamondvalley.town  
www.diamondvalley.town

Exc. Permit No.:

Tax Roll No.:

Application Date:

## EXCAVATION PERMIT APPLICATION

### Payment Information

#### Office Use

Application Fee: **(\$250  
minimum fee)**

Receipt Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Roll Number: \_\_\_\_\_

☐ Line Assignment

\$ \_\_\_\_\_

Total Excavation Length

m x Fee Cost/m \$2.50 =

\$ \_\_\_\_\_

☐ Municipal Structure

\$ \_\_\_\_\_

Additional Charges from Schedule "B" of the Municipal Access Agreement

\$ \_\_\_\_\_

### Applicant Information

Applicant Name \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Excavation Information and Location

Street Location: \_\_\_\_\_

Legal Land Description or Road Plan No.: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Disrupted structures: ☐ Pavement ☐ Concrete ☐ Gravel ☐ Seeded area ☐ Buried Utility ☐ Undeveloped

Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Minimum Depth: \_\_\_\_\_ Maximum Depth: \_\_\_\_\_

Type of Install: ☐ Buried ☐ Directional Drill ☐ Existing Conduit ☐ Drop Services

☐ Fiber Distribution Hub & Conduit for Fiber Swing Area (identify FSA)

# Town of Diamond Valley

## Terms and Conditions

1. Prior to issuance of this Permit, please ensure Alberta One Call has been notified, and a representative from the respective shallow utilities has provided ground markings of their service locations.
2. The Applicant shall ensure that any excavation site shall meet all requirements as set out by Alberta Occupational Health and Safety regulations.
3. The Town may inspect the Applicant's work at any time and designate corrections. If the Applicant fails to comply with any of the Town's requirements, the Town may do necessary corrective work and charge the cost to the Applicant.
4. The applicant indemnifies the Town against any claims, actions, damages, losses and expenses of any kind which the Town may suffer or incur in the course, or as a result, of the Applicant, its sub-contractors or agents carrying out the Applicant's work.
5. Work carried out must be in compliance with the applicable Municipal Access Agreement/Franchise Agreement.
6. The Applicant is responsible for cost of professional services related to the review, inspection, and compliance of the excavation permit if deemed necessary by the Town.
7. Applicant to provide a traffic accommodation plan for affected roadways.
8. Release requirements are at the sole discretion of the Town of Diamond Valley's Civic Operations Manager or his delegate and may vary relative to the scope of the work to be conducted.
9. Disturbed area to be reconstructed at the applicant's expense in accordance with the [Town's standards](#).
10. Utility lines to be exposed by hand/hydro vac. Town to inspect prior to backfill if connecting to Town services. Backfill to be completed to the satisfaction of the Town.
11. Disturbed area to be reconstructed at the cost of the applicant, in accordance with the Town's Engineering Standards. Grass is to be watered and trees are to be replanted/replaced.
12. Applicant to contact the **Town 72 hours prior to excavation**. [Info@diamondvalley.town](mailto:Info@diamondvalley.town) Re: Civic Operations; Scheduled excavation permit no:
13. Additional conditions as per the Notice of Decision dated: \_\_\_\_\_
14. **The Applicant to provide verification of WCB and Certification of Recognition to accompany the completed application.**
15. If the Applicant excavates, breaks up or otherwise breaches the surface of any Right of Way they shall be required to reimburse the Town a pavement degradation fee as per Schedule "B" of the Mutual Access Agreement and payment will be required in full prior to the Town signing off on the Construction, Fiber to the Home, Project Falcon.
16. I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town, this application and file documentation will be made available for viewing.

**I, the above-mentioned, do hereby agree to adhere to the conditions for approval as stipulated above.**

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

The excavation work being done on behalf of and will be owned/operated by one of the following:

☐ Atco Gas   ☐ Fortis   ☐ Telus   ☐ Other

The personal information collected through the excavation permit application form is for processing the permit application. This collection is authorized by section 4 (a) and (c) of the Protection of Privacy Act and Section 640(2) of the MGA. For questions about the collection of personal information, please contact the privacy office at [LegislativeServices@diamondvalley.town](mailto:LegislativeServices@diamondvalley.town) or 403-933-4348.

# Town of Diamond Valley

## REQUIREMENT CHECKLIST

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise.

Completed by Applicant	Office Use Only	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Permit Fee prescribed in the <a href="#">Bylaw 2024-96 2025 Rates and Fees Bylaw</a>
<input type="checkbox"/>	<input type="checkbox"/>	Calculation of total alignment in metres
<input type="checkbox"/>	<input type="checkbox"/>	Plan showing location of the work with directional arrow, identifiable features, approximate dimensions, street, alley, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Plan showing proposed alignment
<input type="checkbox"/>	<input type="checkbox"/>	Proposed equipment
<input type="checkbox"/>	<input type="checkbox"/>	The particulars of any equipment proposed in the right-of-way to include size, type, etc.
<input type="checkbox"/>	<input type="checkbox"/>	The schedule and timeline of the work
<input type="checkbox"/>	<input type="checkbox"/>	Other necessary local, provincial and federal approvals required before commencement and after completion of the work
<input type="checkbox"/>	<input type="checkbox"/>	Verification of WCB and Certification of Recognition
<input type="checkbox"/>	<input type="checkbox"/>	Completed <a href="#">Street Use Permit Application – Construction Roadway Closure</a> , where municipal roadways will be disturbed or require accommodations. A traffic accommodation plan or notice that vehicular and/or pedestrian traffic is not affected by the work should accompany the application.

### Please Note:

Additional information may be required from the applicant after Engineering Services has reviewed the submitted application.

Email completed forms and documentation to [planning@diamondvalley.town](mailto:planning@diamondvalley.town)

### Circulation Notice (Internal Use Only)

- ☐ Civic Operations (sign)\_\_\_\_\_
- ☐ Community Services & Recreation (sign)\_\_\_\_\_
- ☐ Fire Department (sign)\_\_\_\_\_
- ☐ Reception (sign)\_\_\_\_\_
- ☐ Alberta Transportation (sign)\_\_\_\_\_

# Town of Diamond Valley

## Application Approval: For Town Use Only

Permit Approval Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Approved By: (sign & print) \_\_\_\_\_

### Accounting Use for Billing

Landscaping Fee	m <sup>2</sup>	X \$	=	\$	_____
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Pavement Degradation Fee	m <sup>2</sup>	X \$	=	\$	_____
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Total				\$	_____
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### Add to Excavation Permit Fees

Municipal Structure Fee per Engineering Calculations	\$	_____
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**Forward Municipal Structure Fee to Accounting for Monthly Billing**