

Requirements for Environmental/Geotechnical Drilling/Monitoring Permits on City Road Allowances

A **City Road and Right-of-Way Use Permit (CRRP)** and **Traffic Obstruction Permit (TOP)** are required for working on City road allowances and to obstruct traffic during the work.

Prior to issuing of permits, the Prime Contractor must submit the following documents.

Documents required annually (renewal required for each document upon expiry):

1. **Designation of Prime Contractor (DPC) form** fully completed. A valid Worksafe account number must be filled in on the DPC form.
2. Valid **Certificate of Insurance** with minimum \$5M liability coverage with the City of Surrey named as “additional insured.”
3. Valid City of Surrey **Business License** or inter-municipal business license.

Documents required for each permit request or project:

1. **Site Plan** drawing showing the locations of the wells/boreholes. Each well/borehole:
 - a. Must be dimensioned from lot lines and/or lot corners in two (2) directions for their accurate locations.
 - b. Must be identified with designated well/borehole numbers.
 - c. Is to avoid conflict with all existing infrastructure, vehicle wheel paths on the roadway and other site-specific concerns.
2. **Traffic Management Plan(s) (TMP)** if traffic will be obstructed (includes sidewalk obstruction). The TMP will be reviewed by our Traffic Control Section and time restrictions may apply, depending on traffic counts for the location. Night time work or non-peak hours could be implemented.

NOTE: A **Noise Extension Bylaw Permit** may be required depending on the permitted hours of work.

Fees

- Security deposit of \$1,000 is to be submitted for initial drilling of each monitoring well/borehole. Security deposits must be paid for by cheque and are fully refunded upon passing of final restoration and decommissioning inspection to City standards. Cheques are to be payable to the “City of Surrey”.
- Pavement Cut/Degradation Fee (if applicable).
- CRRP Fee is \$72.00 per well / test hole.
- TOP Fee is \$314.00 for arterial roads, collector roads and major obstruction on local roads.
- TOP Fee is \$72.00 for minor obstruction on local roads.
- Inspection fee is \$123.00 per well.
- Noise Extension Bylaw Permit fee is \$75 (Contact By-law Enforcement and Licensing Section at 604-591-4370, <https://www.surrey.ca/city-services/18861.aspx>).

Note: All fees and requirements are subject to change. CRRP, TOP, and inspection fees may be included in the security deposit cheque total or may be paid separately by cash or credit card.

All documents, forms, and fees must be submitted prior to issuance of permits. Dates and duration/time of planned work must be provided.

Please allow five (5) to ten (10) working days notice for approvals, and processing of permits. Permits are issued on a first come first served basis.

Contact BC One Call (1-800-474-6886) for locations of buried utilities (BC Hydro, Telus, FortisBC, etc.), three (3) days prior to the work. Contact DIGSHAW (1-866-344-7429) for locations of their underground infrastructure, two (2) days prior to the work. Any other utility company with known buried infrastructure in the vicinity of work must also be contacted for prior to work.

Restoration Requirements for Geotechnical Drilling

Any road asphalt less than five (5) years old are under pavement cut moratorium. Any impact to new road asphalt will trigger additional restoration requirements.

Bore holes, auger holes, utility locate drills, etc. are to be restored as per below. Additional site-specific requirements may apply.

- 1.0) All backfill material below depth of asphalt shall be compacted to 95% MPD, with materials outlined in SMMCD¹¹ SSD-G.4 and G.5, to permanent restoration standard.
 - 1.1) Controlled Density Fill may be used as per MMCD section 31 23 23, if fill matches or exceeds structural integrity of backfill and compaction requirements in section 1.0.
- 2.0) Asphalt for drill holes that are **150 mm or smaller in diameter** can be repaired similar to sections 3.0 to 3.7 below, but without further alternation of their dimensions.
- 3.0) Asphalt for drill holes that are **larger than 150 mm in diameter** shall be restored according to the following procedures:
 - 3.1) The outline of the final repair shall be either square or rectangular in shape. The repair dimensions are measured by extending a minimum 200 mm shoulder (mill & overlay of upper course asphalt) to all sides of the drill holes or drill areas
 - 3.2) Asphalt walls shall be painted with 85-100 penetration grade asphalt binder or asphalt emulsion.
 - 3.3) Asphalt mix and thickness to match existing or per SMMCD¹¹ SSD-G.5. Ensure the temperature of the hot mix asphalt mix is within the working temperature range (normally between 135°C to 150°C) as recommended by the producer. Do not place mix that is below the minimum working temperature. Rake the hot mix immediately into place to a level that will provide a flush surface after compaction.
 - 3.4) While still within the working temperature range, the asphaltic concrete surface shall be thoroughly and uniformly compacted in two lifts, with a 9-11 tonne static roller, or a roller with equivalent compactive force.
 - 3.5) The surface of the asphaltic concrete after compaction shall be smooth and true to the crown and grade of the adjacent pavement surface. Provide the best possible seamless joints by raking of finer materials to fill in all the gaps directly adjacent to the joints, leaving a flush finish between old and new asphalt.
 - 3.6) Good workmanship and ride quality are critical. A non-flush grade between existing and cut repair surfaces is cause for rejection

- 3.7) Asphaltic concrete shall be laid only when air temperature is above 4°C unless otherwise agreed to by the City Engineer
- 4.0) All impacted sidewalk panels must be replaced to their full original extents (joint to joint), to match original condition (thickness, grade, material, etc.).

Restoration Requirements for Monitoring Well Decommissioning

Monitoring wells are to be decommissioned as per the BC Groundwater Protection Regulation. Additional requirements are below:

- 5.0) Remove well head covers, pads and lid/cover-holders.
- 6.0) Remove or trim well wall to the depth of asphalt.
- 7.0) Fill and seal off the well to meet BC Groundwater Protection Regulation, with appropriate sealant layers. Backfill materials shall be placed as outlined in SMMCD^[1] SSD-G.4 & G.5, to permanent restoration standard, compacted to 95% MPD.
 - 7.1) Controlled Density Fill may be used as per MMCD section 31 23 23, if fill matches or exceeds structural integrity of backfill and compaction requirements in section 1.0.
- 8.0) Follow **Restoration Requirements For Geotechnical Drilling** sections 2.0) to 4.0) above.

^[1] Download SMMCD (Supplementary Master Municipal Construction Documents) Online:

surrey.ca/city-services/802.aspx. Road classifications (arterial/collector/local) are available at:

- Schedule “D” of the Subdivision Bylaw surrey.ca/bylawsandcouncilibrary/BYL_reg_8830.pdf.
- Surrey Road Classification Map (R-91) surrey.ca/bylawsandcouncilibrary/CR_2016-R003.pdf.

Annual Monitoring Permits

Additional CRRP and TOP are required for annual monitoring of wells, and are valid for a one-year period. CRRP Fee applies **per well**. The initial period begins from the date which the first annual monitoring permits are issued, up to the expiry date on the Certificate of Insurance. Thereafter, the annual monitoring permits will be effective for a one-year period based on the insurance expiry date.

Monitoring reports to be submitted bi-annually to
monitoringreports@surrey.ca

TOPs issued related to drilling works can be used for monitoring, if the work is for the the same test well. Any TOP renewals after one year of issuance is subject to a TOP Fee charge for the project site.

Additional TMPs can be added to an issued TOP. However, additional TOP Fee charges may apply for re-review, at the discretion of the City’s Traffic Control Section.

CRRP/TOP applications can be emailed with all required documents, to the
Utility Coordinator at EngExternalUtilities@surrey.ca

Engineering Department – Land Development Division
13450 – 104 Avenue, Surrey, BC, Canada V3T 1V8

*This document may be updated from time to time at: <https://www.surrey.ca/city-services/4605.aspx>
Scroll down on the website, to **Important Engineering Resources and Documents***