



ENGINEERING & OPERATIONS APPLICATION PACKAGE

Guide to

Monitoring Well Application & Permit

**Procedure, Requirements & Conditions
As Per Highway Use Regulation Bylaw, No. 2011
Consolidated June 2012**

This handout is prepared for your convenience as a general guide for Monitoring Well Applications in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult other municipal legislation and policies as they may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For further information, please contact:

Engineering & Operations Department
#200 2564 Shaughnessy St.
604-927-5420
engineering@portcoquitlam.ca

Last updated 2012-08-03

A. Procedure

- 🌿 Permittee must submit the application package including required documents and fees (refer to Fees and Charges Bylaw No. 3540) to the Engineering & Operations Department.
- 🌿 Application package must be *complete* (see checklist on application & requirements) to be accepted for review. Submissions lacking applicable securities & fees, proof of insurance, drawings, communications plan, notice of prime contractor form, and any other applicable requirements will be deemed incomplete.
- 🌿 Allow a minimum of 10 working days in order to process a complete submission. Processing time will begin upon receipt of a complete submission.
- 🌿 Once Permit has been reviewed and all necessary inspection(s) completed, permittee will be notified of permit status (approved/not approved/further information required). If approved, permittee must pay any additional outstanding fees/securities and will be issued a copy of the permit to be kept available on-site. If *not* approved, permittee is notified of decision and allowed to make corrections if needed.
- 🌿 Please note that *no work shall commence until the permit has been issued by the Director of Engineering & Operations*. The permittee must provide the City with no less than 48 hours written notice prior to the start of any work.
- 🌿 Upon completion of the project, permittee must have met all requirements outlined within the permit and any applicable City bylaws. Permittee must submit a security release request to the Engineering & Operations Department before permit expiration or request to renew the permit at least 10 working days before permit expiration. At least 72 hours advance written notice shall be given to the City prior to abandonment activities.
- 🌿 Upon a security release request, staff will review and inspect site. The permittee will be notified of released status once approved/rejected.

B. Quick Reference to Applicable Fees & Charges:

| Item | Fee |
|--|-------------|
| Monitoring Well Application or Renewal Fee | \$300 |
| Highway use permit Inspection Fee | \$100 + Tax |
| Traffic Lane Closure (if applicable) | \$100 |
| Security – up to 3 boreholes | \$5000 |
| Security – Each Additional Borehole | \$2000 |

C. Reference Documents:

- 🌿 Monitoring Well Permit Application
- 🌿 Letter of Credit Format
- 🌿 Prime Contractor Designation Form
- 🌿 [Highway Use Regulation Bylaw No. 2011](#)
- 🌿 [Fees and Charges Bylaw No. 3540](#)

Requirements – Highway Use Regulation Bylaw, No. 2011 (Consolidated 2012), Section 4A.

- 4A. (1) In the case of an application to install or operate in a highway monitoring wells, vacuum holes, test pits, boreholes or other minor excavations that in the opinion of the Engineer are similar in nature, this Section 4A shall apply.
- (2) The applicant shall make an application under this Section in a form prescribed for that purpose by the Engineer, and shall include:
- i) A 1:250 scale drawing of the works indicating directional North showing:
 - a) the location and depth of the works in relation to parcel and highway boundaries, civic addresses, underground utility locations of all types, underground service connections, and traffic lanes;
 - b) the location of all existing and decommissioned wells and similar installations in the vicinity; and
 - c) the location and capacity of any proposed storage tanks.
 - ii) A communications plan indicating how owners and occupiers of business and residential premises will be informed of the installation, operation and decommissioning of the works.
 - iii) A traffic management plan if the project will involve the disruption of highway traffic.
 - iv) A Notice of Prime Contractor in the form prescribed for that purpose by the Engineer, which shall provide the Prime Contractor's WorkSafe BC number, the name of an approved WorkSafe BC traffic control contractor to be employed in the project, and proof of insurance coverage required by Schedule "D" that is satisfactory to the City's insurers.
 - v) If closure of traffic lanes is required for the installation or operation of the works, a Lane Closure Request in the form prescribed for that purpose by the Engineer, requesting the closure of lanes in accordance with the Ministry of Transportation and Infrastructure Traffic Control Manual for Work on Roadways, and including proposed work hour restrictions.
 - vi) Any requested exemption from the Noise Control Bylaw.
 - vii) Evidence of all utility location inquiries that the applicant has made to BC One Call, the City or any utility provider.
 - viii) The application and lane closure fees prescribed by Fees and Charges Bylaw, 2006, No. 3540.
- (3) The Engineer may issue a permit under this Section in a form prescribed for that purpose if the Engineer considers that the installation and operation of the works will not unduly interfere with the use of any highway, and every such permit shall be subject to the conditions set out in Schedule "D" and any additional conditions set out in the permit that are not inconsistent with Schedule "D", including without limitation conditions relating to hours of work and traffic management and safety.
- (4) The permit holder must maintain a copy of the permit at the site of the work at all times during which the work is being performed.
- (5) Every application under this Section shall be accompanied by security in the amount of \$5,000 for up to three wells or boreholes and \$2000 for each additional well or borehole, which shall be in the form of cash for amounts of less than \$20,000 and may otherwise be in the form of a Letter of Credit acceptable to the Engineer.

- (6) The City may apply security provided under subsection (5) to the cost of work required to repair any damage to any highway, maintain any highway, or remove any well, hole, test pit or other excavation authorized by a permit under this Section, upon the failure of the permit holder to do so in accordance with this Bylaw and the terms of the permit. Upon the decommissioning of all works authorized by the permit to the Engineer's satisfaction, any unused portion of the security shall be returned to the permit holder upon the permit holder requesting in writing a release of the security."

D. CONDITIONS OF PERMIT – Highway Use Regulation Bylaw, No. 2011 (Consolidated 2012), Schedule D.

1. **Notice of Work.** The permit holder shall provide the Engineer with not less than 48 hours written notice prior to the start of any work.
2. **Worker Safety.** The permit holder shall be responsible to ensure compliance with all applicable WorkSafeBC regulations at the site of the work. Guidance related to drilling activities is available in Occupational Safety and Health Administration (OSHA) documents, particularly 29 CFR 1910.120 and 29, CFR 1926 and as amended.
3. **Location of Work.** All work performed under the permit must be performed in accordance with plans, specifications, maps, and other application materials filed with and approved by the Engineer. The City does not, by issuing this permit, warrant the accuracy of any utility location information provided to the permit holder by any third party.
4. **Installation to City Standards.** All installations within City Highways shall be constructed according to the specifications set out in the MMCD Volume II, and City of Port Coquitlam supplemental specifications and conditions where applicable. Monitoring wells shall be constructed in accordance with generally accepted industry standards under the supervision of a Professional Engineer. Top of well casing shall be flush-mounted and equipped with a water-tight cover. Each monitoring well must be permanently labeled in the field so that it is readily identifiable, and coincide with the scale drawing provided with the permit application.
5. **Maintenance and Repair.** The permit holder must maintain and repair, as necessary, the monitoring wells, test pits, vacuum holes, boreholes and other excavations or other works, and any associated equipment.
6. **Reporting of Data.** Following installation of any environmental wells, boreholes or test pits, the permit holder shall provide the Engineer with a letter report including a scaled map or figure specifically identifying the locations of the monitoring wells including a copy of all the data collected by means of the wells, within 60 days of the samples being obtained and analyzed.
7. **Environmental Remediation.** Any costs, expenses, or liability for environmental response or remediation required during the course of the work shall be the sole responsibility of the permit holder.
8. **Site Contamination.** Nothing in this Permit relieves the permit holder from any liability as a responsible person under the *Environmental Management Act* or the Contaminated Sites Regulation for the remediation to the standard required by those enactments, of any contamination identified by the permit holder in any City Highway.

9. **Storm Drainage.** Silt or silt-laden water must not be allowed to enter the storm water system. This permit may be cancelled for any breach of this condition, or if measures to prevent it appear to the Engineer to be inadequate.
10. **Removal.** The City reserves the right to require the permit holder to remove any well or similar installation and any equipment if in the sole opinion of the Engineer it is necessary to facilitate other improvements within the area of the works, in all cases with no reimbursement of cost to the permit holder or its contractor.
11. **Decommissioning.** Upon completion of the use of the monitoring wells, all wells shall be properly abandoned in accordance with the current Provincial standards, City requirements and to the satisfaction of the Engineer. At least 72 hours advance written notice shall be given to the City prior to monitoring well abandonment activities. The permit holder shall provide the Engineer with a copy of the well abandonment report within 30 days.
12. **Restoration.** Upon completion of the Works, the permit holder shall restore the City Highway to its former condition so far as reasonably possible, including any trees and landscaping removed during the course of the work, and in accordance with City standards as to filling, compaction, resurfacing, and otherwise in relation to construction and excavation of City highways, in all cases under the supervision of a Professional Engineer.
13. **Safety of the Public.** The permit holder shall, while carrying out the works, keep the City Highway properly secured for public safety in accordance with City standards for works of a similar nature.
14. **Indemnification.** The permit holder shall defend, indemnify, and hold harmless the City and its directors, officers, servants, employees, volunteers, and agents from and against all cost and expense and from all liability for claims, damages, costs, expenses, or fees, including any attorney fees, or fines or awards brought against or charged to the City by any person, firm, government body, or corporation arising in any manner from the permission granted to the permit holder; furthermore, the permit holder agrees to release, waive, and forever discharge the City and its directors, officers, servants, employees, volunteers, and agents from all claims, costs, causes of action, or demands of any kind or nature that it may otherwise have made or claimed against the City arising in any manner out of the permission granted by the permit.
15. **Minimum Insurance Requirement.** The permit holder shall maintain at all times during activities authorized by the permit on any City Highway (including restoration works) comprehensive liability insurance in the amount of \$5,000,000.00 per occurrence which shall name the City as an additional insured. The insurance policy shall provide that no expiry, cancellation, or material change in the policy shall become effective until after thirty (30) days notice of such cancellation or change is given to the City by registered mail.
16. **Term and Renewal of Permit.** The permission granted by the permit shall continue for a period of 1 year from the date of issuance and may, unless the permit has been cancelled, be renewed upon payment of a renewal fee in the amount prescribed by Fees and Charges Bylaw, 2006, No. 3540 and as amended for a maximum of 4 additional one-year terms. A request to renew must be submitted with the renewal fee at least 10 working days prior to permit expiry, the City reserves the right to not extend the permit.

17. **Permit Revocation or Surrender.** The City may cancel and revoke this permit at its sole discretion at any time with 14 days written notice to the permit holder without refund of fees. The permit holder may surrender the permit at any time with 14 days written notice to the City without refund of fees. Upon the voluntary relinquishment or abandonment of the Permit, or upon cancellation and revocation by the City, the permit holder shall properly abandon all of its works and restore the City Highway in a manner satisfactory to the Engineer at the expense of the permit holder and shall pay forthwith to the City any cost, repair of damage, or expense the City may incur in restoring the City Highway on the default of the permit holder.
18. **Other Approvals.** This permit does not relieve the permit holder from complying with any applicable laws and regulations of other government authorities or agencies having jurisdiction. The permit holder is responsible for obtaining additional permits or authorizations, as necessary, which may be required in connection with this work from other government agencies, public utilities, private entities and individuals, including private property owners and the City.
19. **Assignment.** This Permit may not be assigned without the written consent of the Engineer. The terms and conditions of the permit shall be binding upon the heirs, representatives, and successors of the permit holder.



MONITORING WELL PERMIT APPLICATION

Please print clearly

File # (official use only): _____

| PERMITTEE | |
|---|--|
| <p style="text-align: center;">PROJECT OWNER</p> Name: _____ Street: _____ City: _____ Prov. _____ PC: _____ Phone: c _____ w _____ Email: _____ <input type="checkbox"/> check if owner is applicant | <p style="text-align: center;">CONTRACTOR</p> Name: _____ Street: _____ City: _____ Prov. _____ PC: _____ Phone: c _____ w _____ Email: _____ Business License #: _____ <input type="checkbox"/> check if contractor is applicant |

| PROJECT INFORMATION | |
|--|---|
| Permittee (applicant or authorized agent) proposes to install, repair, or maintain monitoring well(s), test pit(s), borehole(s), minor excavation(s) and/or non-intrusive work(s), in or abutting a street, highway, boulevard, alley, sidewalk, park, terrace, or other property controlled or owned by the City of Port Coquitlam including right-of-ways, as described below. | |
| SITE INFORMATION | |
| Civic Address(es): _____ _____ | Legal Description(s): _____ _____ |
| Site Contact Name: _____ Cell: _____ Email: _____ | Purpose: <input type="checkbox"/> Environmental <input type="checkbox"/> Geotechnical <input type="checkbox"/> Existing Underground Storage Tank |

| WELL INFORMATION | | | | | |
|------------------|---|-----------------|-----------|-----------------|-------------------|
| ID Number | Type <small>(Monitoring, Vacuum Hole, Test Pit, Borehole, Other - Specify)</small> | UTM Coordinates | Depth (m) | Commission Date | Decommission Date |
| | | | | | |
| | | | | | |
| | | | | | |

Attach additional Well Information on separate sheet (in table format)

| APPLICATION CHECKLIST (see attached information for requirements) | |
|--|--|
| <p style="text-align: center;">Required:</p> <input type="checkbox"/> Site Drawing <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Permit Application/Renewal Fee <input type="checkbox"/> Inspection Fees <input type="checkbox"/> Security Deposit <input type="checkbox"/> Proposed Communications Plan <input type="checkbox"/> Notice of Prime Contractor | <p style="text-align: center;">If Applicable:</p> <input type="checkbox"/> Lane Closure Request <input type="checkbox"/> Traffic Management Plan <input type="checkbox"/> Variation of Work Hours <input type="checkbox"/> Noise Exemption Request <input type="checkbox"/> Watercourse Development Permit <input type="checkbox"/> Dike Maintenance Act Permit (MOE) <input type="checkbox"/> Other (specify): _____ |
| <i>Additional fees may be required for applicable permits and applications.</i> | |

| APPLICATION AGREEMENT | |
|--|------|
| If applicant hires a contractor and/or consultant to perform work, BOTH shall assume responsibility of the permittee for the provision of the Application & Permit Agreement. This application does not authorize any of the above specified works, permittee must obtain an approved Monitoring Well Permit before any related works begin on specified or related site(s). The undersigned have fulfilled the requirements of a complete application and agree to pay any additional costs by the City for services in processing the application. | |
| Applicant Signature | Date |

LETTER OF CREDIT FORMAT
On Bank, Credit Union or Trust Company Letterhead

Letter of Credit # _____

Amount \$ _____

Initial expiry date: _____

The Corporation of the City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

We hereby authorize you to draw on the **(bank)** _____
for the account of **(who)** _____ up to the total amount of
\$ _____ available on demand.

Pursuant to the request of our customer **(Company/Name)** _____ we hereby
establish and give you our irrevocable Letter of Credit in your favour in the above amount which
may be drawn on by you at any time and from time to time, upon written demand for payment made
upon us by you,

which demand we shall honour without inquiring whether you have the right as between yourself
and the said customer to make such demand, and without recognizing any claim of our said
customer, or objection by it to payment by us.

The Corporation of the City of Port Coquitlam may reduce the amount of this Letter of Credit from
time to time as advised by notice in writing to the undersigned.

This Letter of Credit will continue in force for a period of one (1) year, subject only to the
conditions hereinafter set forth.

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without
amendment from year to year from the present or any future expiration date hereof, unless at least
30 days prior to any such future expiration date, we notify you in writing by registered mail, that we
elect not to consider this Letter of Credit to be renewable for any additional period.

Date at _____ this the _____ day of _____.

(Name of Bank)

per: _____

Note:

- Letters of credit will not be accepted without the exact wording contained in the box above.
- To be drawn on a Major Canadian Bank or Credit Union unless approved in advance by the Treasurer. Letters of credit will not be accepted without the exact wording contained in the box above.
- Letters of Credit may not be accepted from some Trust Companies. If you are considering using a Trust Company to issue your Letter of Credit, please contact the Treasury Department to determine which Trust Companies are acceptable.



Please submit SEVEN (7) working days prior to intended closure date.

NOTICE OF PRIME CONTRACTOR FORM

Please print clearly

Date: _____

COMPANY INFORMATION

Company Name: _____ Fax: _____

Owner's Name: _____ Phone: _____

LOCATION INFORMATION

Block Number(s): _____ Street: _____

Between _____ and _____

This declaration is a WorkSafe BC (formally WCB) requirement for work on road allowances, and City-owned properties, projects, and developments. As per the requirements of the Workers' Compensation Act Part 3, Division 3, Section 118 (1-3) which states:

Coordination of multiple-employer workplaces

118 (1) In this section:

"multiple-employer workplace" means a workplace where workers of 2 or more employers are working at the same time:

"prime contractor" means in relation to a multiple-employer workplace,

- (a) the directing contractor, employer or other person who enters into a written Agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or
(b) if there is no Agreement referred to in paragraph (a), the owner of the workplace.

(2) The prime contractor of a multiple-employer workplace must

- (a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
(b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.

(3) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

By signing this Agreement, the undersigned accepts all responsibilities of a Prime Contractor as outlined in the Workers' Compensation Act, and WorkSafe BC (OH&S Regulation).

As a contractor signing this Agreement with the City, you are agreeing that your Company, Management staff, Supervisory staff and workers will comply with the Work Safe B.C. Occupational Health and Safety Regulations OH&S Regulations and the Workers' Compensation (WC) Act.

Any penalties, sanctions or additional costs levied against the City, as a result of the actions of the Prime Contractor are the responsibility of the Prime Contractor.

I, the undersigned, acknowledge having read and understand the information above.

By signing this Agreement, I agree as a representative of the firm noted below, to accept all responsibilities of the Prime Contractor for this project.

I fully understand and accept the responsibilities of the Prime Contractor designation in accordance with the Workers' Compensation Act for all work on road and lane allowances, Rights-of-Way in favour of Port Coquitlam and City-owned property; as described above, and will abide by all WorkSafe BC Regulation requirements.

WorkSafe BC #: _____

Company: _____

Signed: _____

Date: _____

(Company Owner)