



Rural Municipality of Hanover

Policy, Procedures and Standards Manual

Section: ENGINEERING
Subject: Right Of Way Cut Permit Policy

Policy No: ENG-003
Date issued: March 11, 2026
Revision Date:

PURPOSE

The purpose of this policy is to provide a consistent process for controlling all work involving excavation within the public right-of-way. This policy ensures public safety, minimizes disruption to citizens, and guarantees proper and timely restoration of municipal infrastructure.

This policy applies to all utility companies and private contractors performing any excavation, cut, or removal of the surface within the municipal right-of-way.

Definitions

- **Right-of-Way (ROW):** means any municipal road, street or road allowance, lane or any other municipally owned land whether developed or not.
- **Surface Cut:** Any excavation, cut, or removal of the surface within the ROW for the purpose of repairing or installing infrastructure.
- **Permit Applicant:** An authorized utility company or licensed contractor submitting an application.
- **Restoration:** The process of backfilling and repairing a surface cut to meet municipal standards.

Permit Requirements

1. Permit Application

- A permit must be obtained from the RM of Hanover before any surface cut begins.
- The application must include detailed utility drawings and a project timeline.
- The permit applicant is responsible for all costs associated with the permit as per By-Law 2448-19, inspection, and potential administrative fees.
- The permit applicant will be required to provide a deposit.

2. Emergency Work

- For emergency repairs, work may begin immediately. However, the permit applicant must notify the RM of Hanover within 24 hours at worksandoperations@hanovermb.ca and submit a formal permit application within the following business day.

Worksite and Safety Regulations

1. Worksite Protection

- The worksite must be protected at all times, with safety measures such as barricades, signs, and lighting to ensure the safety of motorists and pedestrians.
- Access to adjacent properties must be maintained throughout the project, or property owners must be given sufficient notice of planned interruptions. Applicant is responsible for all workplace health and safety protocols as per Manitoba regulations.

2. Excavation Standards

- Saw cutting is required for all asphalt and concrete surfaces to create clean, straight edges for removal and replacement.
- Excavation must adhere to municipal engineering standards for depth, width, and compaction.

Restoration Process

1. Temporary Restoration

- Upon completion of excavation, the permit applicant is responsible for providing a temporary repair that is safe and accessible for all users of the ROW.
- The temporary surface must be monitored and maintained by the permit applicant until permanent restoration is scheduled.

2. Permanent Restoration

- The permanent restoration is the responsibility of the permit applicant and their licensed contractor.
- The municipality reserves the right to perform the restoration and invoice the permit holder for the costs.
- Restoration will be scheduled based on seasonal conditions with the approval from the RM of Hanover.

Inspection and Enforcement

- The Public Works/Engineering Department shall inspect all permanent restorations to verify compliance with municipal standards. The applicant is responsible for requesting any post-work and post-warranty inspections.
- If the permit holder fails to complete the required restoration to the satisfaction of the municipality, the municipality may undertake the work on their behalf. All costs incurred, including labour, materials, and administrative expenses, will be invoiced to the permit holder. Failure to pay the invoice within the prescribed period will result in forfeiture of the permit holder's deposit. In addition, the contractor's license will be subject to review by the RM and may be suspended or revoked at the discretion of the Municipality.
- A one-year warranty period is required for all restorations, during which the permit applicant is responsible for any failures.
- The applicant must provide detailed electronic georeferenced As-Built plans, in SHP and PDF format, for any new or relocated network and utility installations installed into the RM right of way within 90 days of completion unless otherwise extended in writing by the RM.