

1. Purpose

ATCO Gas requires certain information and conditions from developers and/or their engineering consultants to provide safe, efficient, cost-effective, high-quality natural gas service to urban developments.

This document is designed to ensure that all parties know their responsibilities in each situation. Developers, their engineering consultants and field superintendents should familiarize themselves with this information to avoid delays in obtaining service.

Section 3 outlines planning and installation aspects common to any type of development.

Information specific to various types of developments is categorized under their respective sections (see Table of Contents).

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2. Reference

Engineering: Questions about the engineering aspects of a project should be directed to the Edmonton Region Engineering Group, refer to [Section 11](#) ATCO Gas Contacts.

Construction: Questions about construction should be directed to the Edmonton Contract Construction Group, refer to [Section 11](#) ATCO Gas Contacts.

Service Contracts: Questions about residential or commercial service applications should be directed to the Service Contracts Group, refer to [Section 11](#) ATCO Gas Contacts.

3. Requirements

The information and requirements in this section are common to all types of developments. For specific information on various types of developments, please refer to:

- [Section 6](#) Subdivisions
- [Section 8](#) Condominium Sites

Applicable to: Gas Distribution

- Section 9 Mobile Home Parks
- Section 10 Commercial Sites

4. Engineering

4.1. Materials and Information

ATCO requires the following materials and information from the developer to initiate the engineering design of the project:

- tentative legal plan
- tentative cover sheets for the development including sidewalk, storm, sanitary and water
- tentative construction schedule
- digital copy of the computer base plan in:
 - Microstation (.DGN) format or
 - in AutoCAD (.DWG) format, Ver. 2010 or earlier, set in model space, not paper space.



If all required materials are not submitted, a delay in design and/or construction is likely to result.

4.2. Submitting Plans

To initiate your request, please email the materials and information above to edmontongrowth@atco.com. In addition, please include the required first submission date.

The project will then be assigned to an ATCO designer. For additional requirements and consultant responsibilities please refer to:

- [Section 6.1](#) Subdivisions
- [Section 8.1](#) Condominium sites
- [Section 9.1](#) Mobile Home Parks.

The ATCO designer will contact the developer and/or the developer's consultant when they have been assigned to the project. All future correspondence relating to the project should be directed to the designer.

Please submit initial plans with sufficient lead time. The minimum design period is six (6) months but may vary on a project-by-project basis. ATCO makes every effort to meet scheduling requests, but cannot guarantee all timelines will be met, as schedules can vary depending on factors such as weather, site conditions and existing project workloads.

If input from other departments within ATCO, other ATCO companies or other external parties is required, this minimum design period may need to be increased. ATCO will advise the developer or consultant if the scheduling must be adjusted.

5. Construction

5.1. Preconditions

The following general preconditions apply to all developments. These preconditions must be satisfied before ATCO crews will move onto a site:

- Installation of all deep utilities and other shallow utilities must be completed. For 4-party joint trenching projects, only deep utilities must be completed as all shallow utilities (cable, electrical, telecommunications and natural gas) are installed at once. The developer is responsible for ensuring that all deep utilities and all shallow utilities under the developer's control are installed on the proper line assignment and at the proper depths and will be responsible for any repairs or alterations if this condition is not met.
- A minimum separation of 1.5 m between above grade facilities such as fences, trees, power poles, etc. and the gas main alignment is preferred.
- All gas main alignments are to be within 150 mm of final grade and free of obstructions such as dirt piles or building materials.
- All water valves and manholes must be clearly marked with marker posts.
- Enough legal evidence (e.g., survey control point, pins, etc.) must be in place and accessible.
- Paving and pouring of sidewalks, curbs and other surface improvements may precede gas main installation; however, sleeves must be provided at all road crossing locations, refer to [Section 5.2](#).
- Benchmark elevations must be provided if gas main installation is to precede curb and gutter installation.
- Driveways should not be installed prior to gas main installation. If a driveway must be preinstalled, a sleeve must be installed under the driveway to allow installation of the gas main, following the same guidelines as for road crossing sleeves.
- A minimum separation of 2 m between deep utilities and the gas main alignment to be maintained and a minimum separation of 1 m between shallow utilities and the gas main alignment to be maintained, except in joint trench installations.

5.2. Sleeve Installation

If paving and/or concrete work is to be done before gas main installation, the developer must install sleeves under the pavement/concrete for future insertion of gas mains, subject to the following conditions:

- The developer obtains, installs, marks and pays for the sleeves and their installation.
- Sleeves shall be type DB2 PVC Conduit.
- The size, location, length and depth of the sleeves shall be determined in conjunction with the ATCO Distribution Design department.
- Sleeves are to be installed at a minimum of 1.1 m to the top of gas pipe from the final grade.
- Sleeve sizes shall be determined according to Table 1:

Table 1 – Sleeve Sizes

External Diameter of Gas Main (mm)	Internal Diameter of Sleeve (mm)
15.9	35
26.7	50
42.2	75
60.3	100
88.9	150
114.3	200
168.3	250
219.1	300
323.9	400

- Where sleeves are not possible or not desired, ATCO requests that developers omit portions of the pavement/concrete to allow for open-cut installation.
- Sleeves will not be used for steel gas mains as steel pipe does not achieve adequate cathodic protection (CP) inside a sleeve.
- Joints in sleeves will not protrude into the sleeve such that they will interfere with the insertion of the pipe.
- The ends of the installed sleeves will be sealed to prevent the entry of water or other foreign materials into the pipe.
- The ends of each sleeve will be clearly marked with 100 mm square wooden posts. The above ground portion of the posts must be painted yellow to indicate that the sleeve is for a gas main.

If sleeves are not installed to the proper depth or alignment, are too small, too large, crushed or otherwise unsuitable for use, they will not be used.



ATCO will notify the developer who will be given the following three (3) options for installing a new sleeve:

1. ATCO can open cut a trench to install the gas main. The developer will be responsible for road rehabilitation costs.
2. ATCO can directionally drill the gas main at an additional cost to the developer.
3. The developer can install a new sleeve at their own cost

If ATCO must directionally drill underneath or cut the asphalt, the developer will be invoiced at the current rates for the length of drill or cut. A cold-mix patch will be placed on the ditch, and the developer will be invoiced for this at the current rates.

The developer is responsible for the permanent repair and any associated costs.

If the developer paves the road without installing sleeves, and is unable to provide sleeves, the following conditions apply:

- The developer will cut and remove the pavement/concrete or ATCO will perform the work and will invoice the developer at the current rates.
- ATCO will compact municipal standards across the road.
- ATCO will place a cold-mix patch on the ditch and the developer will be invoiced at the current rates. If the developer wishes to make a permanent asphalt repair immediately, the developer must contact the appropriate ATCO Construction Supervisor to arrange for the omission of the temporary patch.
- ATCO will backfill and compact cut sidewalks to the bottom grade of the sidewalk. The developer is responsible for the permanent repair and any associated costs.
- The developer will provide direct access across a road/sidewalk where a gas main is to be installed.
- The developer also has the option of having ATCO directionally drill the gas main; the developer will be invoiced at the current rates.

5.3. Gas Main Installation Before Paving

5.3.1. Road Crossings

The developer shall maintain a minimum of 0.6 m cover from the top of the sleeve to the bottom of the road structure when the final road structure is being prepared. The final depth of the gas main shall be 1.1 m from the top of the gas pipe to the final grade.

If undercutting is necessary, proper gas main exposing practices are required as follows:

- The developer/road contractor must hand expose or hydrovac each road crossing on each side of the crossing to confirm the depth of the gas line and must arrange for an ATCO Inspector to inspect the crossing location(s) and the condition of the exposed pipe before backfilling and before road construction is started.
- If undercutting is required, the developer/road contractor must also arrange for an ATCO Inspector to inspect the pipe after undercutting has been completed and before backfilling.
- Road crossing warning signs will be installed on both sides of the road at each gas main crossing. The developer is responsible to ensure that these signs remain intact until paving is completed.
- The developer must acknowledge in writing that the above conditions will be met before shallow utility installation will commence.
- The developer will be responsible for any and all additional costs incurred by ATCO if the above conditions are not adhered to.

Option 1 - Within and Parallel to the Roadway Before Paving (Roadway at Sub-asphalt Level)*

- The developer shall prepare the road base to the sub-asphalt level.
- The developer shall give ATCO a minimum of four (4) weeks' notice prior to the road base being completed and shall allow a sufficient window of time (assuming weather conditions are suitable for gas main installation) from the date the road base is completed for ATCO to install the gas main within the roadway.
- If the roadway is properly prepared to the sub-asphalt level to allow for gas main installation and the gas main alignment is free of obstructions, ATCO will have the gas main installation completed within a reasonable timeframe from when the road base is completed and will pay all associated costs of installation. This includes removal and replacement of the backfill material if original material is unsuitable for use, compaction and compaction testing (copies of compaction tests to be provided to the developer), surface gravels, membrane repair if required, and other road repairs related to the installation of the gas main.
- If the developer does not allow a timeframe that is sufficient for ATCO to complete installation of the gas main prior to paving of roadway, the developer shall assume responsibility for all associated costs to repair the roadway after gas main installation.
- If ATCO fails to install the gas main within an appropriate timeframe through no fault of the developer, and the roadway is paved prior to gas main installation, ATCO shall assume responsibility for all associated costs to repair the roadway after gas main installation.

Option 2 - Within and Parallel to the Roadway Before Paving (Roadway at Sub-base Level)*

- The developer shall prepare the road base to the sub-base level (prior to the installation of gravel).
- The developer must agree in writing to keep all equipment off of the gas main during (and after) installation of gravel, and to pay for the cost of an ATCO Inspector to be present during the entire time that gravel is being placed over the gas main (conditional upon an ATCO Inspector being available).
- *Additional details and/or illustrations available upon request.
- The developer shall give ATCO a minimum of four (4) weeks' notice prior to the sub-base being completed and shall allow a reasonable timeframe from the date the sub-base is completed for ATCO to install the gas main within the roadway (i.e., gas main installation will typically be completed within four (4) to six (6) weeks of when the sub-base is completed).
- If the developer does not allow a timeframe that is sufficient for ATCO to complete installation of the gas main prior to paving of the roadway, the developer shall assume responsibility for all associated costs to repair the roadway after gas main installation.
- If ATCO fails to install the gas main within an appropriate timeframe through no fault of the developer, and the road structure is prepared prior to gas main installation, ATCO shall assume responsibility for all associated costs to repair the roadway after gas main installation.
- ATCO will provide compaction test results to the developer.
- If undercutting is required after installation of the gas mains, proper gas line exposing practices are required, and the road contractor must arrange for an ATCO Inspector to inspect the pipe prior to and after undercutting, and before backfilling.

Option 3 – Within and Parallel to Roadway (Partially Paved)

- The developer shall prepare the road base to the sub-asphalt level, and then may pave the road except for where the gas line is to be located. A minimum of 0.5 m on either side of the center line of the gas line assignment must be left unpaved.
- The developer shall give ATCO a minimum of four (4) weeks' notice prior to the road being paved on either side of the gas line assignment and shall allow a reasonable timeframe from the date the road is paved for ATCO to install the gas main within the roadway. (i.e., gas main installation will typically be completed within four (4) to six (6) weeks of when the sub-base is completed).
- If the developer does not allow a timeframe that is sufficient for ATCO to complete installation of the gas main prior to paving the roadway directly over the gas line assignment, the developer

shall assume responsibility for all associated costs to repair the roadway after gas main installation.

- If ATCO fails to install the gas main within an appropriate timeframe through no fault of the developer, and the road is paved directly over the gas line assignment prior to gas main installation, ATCO shall assume responsibility for all associated costs to repair the roadway after gas main installation.

Additional Options

Additional options are available and should be determined in conjunction with the ATCO Distribution Design department. Please note both the developer and ATCO must agree upon the costs and conditions of each option before construction begins.

5.3.2. Lanes

- The developer shall maintain a minimum of 0.6 m cover over the gas mains while lanes are being constructed. The final depth of the gas main shall be 1.1 m from the top of the pipe to the final grade.
- If undercutting is required after installation of the gas mains, proper gas line exposing practices are required. The road contractor must arrange for an ATCO Inspector to inspect the pipe prior to and after undercutting, and before backfilling.

5.4. Site Not Ready

If the developer or representative confirms that the site is ready for gas main installation, ATCO crews will mobilize and move on site and commence construction. If construction cannot move forward, the developer will be contacted. If the problem cannot be resolved immediately, ATCO crews will move off site. ATCO will reschedule the work which may result in a delay of several weeks.



The developer will be invoiced for any additional costs incurred by ATCO for downtime, mobilization and/or demobilization of ATCO survey or construction crews.

5.5. Winter Conditions

Due to significantly higher costs, it is ATCO policy to minimize construction during the winter construction season. Winter conditions are generally defined as a minimum of 0.3 m of frozen ground, or snow cover which requires significant clearing.

Unless the shallow utilities are to be installed using joint trenching, gas mains will not be installed during the winter season unless there are a significant number of buildings at the framing stage or beyond.

5.6. Interim Heating

When buildings within a subdivision require an interim heat source before gas mains are installed, the developer may choose to use an alternate form of energy until natural gas service is available.

5.7. Backfill and Compaction

5.7.1. Frost Free Soil Conditions

In private property, ATCO will backfill existing fill and any compaction requirements to ATCO from the developer may be charged back to the developer.

In public property, ATCO backfills and compacts to municipal standards.

In the City of Edmonton, compaction follows the City Design and Construction Standards Section 02318.

5.7.1.1. Frozen Soil Conditions

For the City of Edmonton, in public property, backfill follows the City Design and Construction Standards Section 02318:

- The reference for shutdown temperatures shall be the temperature reported by Environment Canada.
- Do not start daily excavation, backfilling or compaction for open cut trenches under pavement when the average air temperature is expected to be -10°C or lower or when the minimum air temperature is expected to be -20°C or lower.
- For open cut trenches the shutdown temperature is -15°C . If an approved trench covering system is used the shutdown temperature is -25°C .
- Frozen ground shall be thawed by an approved ground burning method before commencing excavation.
- Remove all frozen materials from the trench including snow and ice.
- Do not backfill with frozen soil or with material containing ice, snow, straw, organic or other deleterious material.
- Limit the length of open trench ahead of the backfilled portion to 10 m.

5.8. Service Line Timing and Costs

In conventional natural gas installations, service lines to each parcel or lot are installed after the foundation for each individual dwelling/building is complete. Refer to [Section 7](#) for joint trench construction installations.

After a gas service line has been applied for, a site inspection will be completed prior to installation.



Only after a satisfactory site inspection will ATCO schedule the installation of a service line. Please note additional time may be required if a main extension is necessary to service a parcel or lot.

The applicant pays for service line installations within the applicant's property. Billing for the service line installation is based on the rates in effect at the time of installation.

In the Edmonton Region, application can be made to the Service Contracts Group, refer to [Section 11 ATCO Gas Contacts](#).

Home builders may apply online for service requests by accessing the ATCO Gas website [New Natural Gas Service Line or Changes](#).

5.9. Construction Heat

5.9.1. Residential

Where permitted by the municipality, construction heat is provided to all residential buildings that meet conditions; including but not limited to:

- permanent meter location is provided, or the customer will be responsible for alteration costs
- a retailer must have enrolled the site
- if inspected house piping is present at time of installation, the meter will be connected directly to the house piping
- the builder's plumber/gas fitter is responsible for final tie-in from gas meter to inspected and approved house piping
- the local municipality or gas inspector may have other requirements.

If construction heat is required for residential buildings, application can be made to the Service Contracts Group, refer to [Section 11 ATCO Gas Contacts](#).

Construction heat should be applied for at the time-of-service line application. Applicants who qualify to apply online may specify on the application that they will require construction heat. Please contact the Administrative Coordinator for residential applications for details on qualification requirements.

Energy provider enrollment must also be in place. Please contact the Administrative Coordinator for requirement details.

5.9.2. Commercial

Commercial construction heat involves larger gas supply needs over simple residential requirement. The application can be made to the Service Contracts Group, refer to [Section 11 ATCO Gas Contacts](#).

Specific requirements, such as a concrete pad and enclosure for the gas meter, must be in place and will be inspected and approved by an ATCO representative before a service line and gas meter will be installed. Energy provider enrollment must also be in place. Please contact the Service Contracts Group for requirement details.

It may be necessary to install a temporary gas meter for construction heating purposes. When construction is complete, a permanent meter will be installed and any necessary alterations to the service line will be made at cost to the builder/developer.

5.10. Edmonton

Not all offices process applications for new service line and construction heat requests. Please use the office locator on the [ATCO Gas website](#) (Services Our Service Area) and call for specific details.

5.11. Service Stubs

If for some reason the developer requires service stubs to be extended onto the lots before the individual houses are ready (i.e., in order to pave a lane), the developer must agree ahead of time to the stub locations.



It is the developer's responsibility to ensure that the house piping allows the gas meter to be installed on the same side of the lot as the service stub. If this is not the case, the abandonment of the existing service stub and reinstallation will be completed at the developer's expense.

Meter locations must be:

- outside
- approved by ATCO in the planning stages.

Locations are governed by local regulations with respect to proximity to:

- opening windows
- fresh air intakes
- electrical outlets
- water sources
- exhausts
- direct vent appliances
- other utility meters, etc.



A meter cannot be located under a:

- sundeck
 - porch
 - bay window
 - driveways
 - carports
-

For further information, please see [What You Should Know About Obtaining a New Residential Natural Gas Service](#).

6. Subdivisions

ATCO installs natural gas mains in various subdivision developments. Each type of development is explained in further detail in subsequent sections of the guide.

- Single family (detached and semi-detached) residential dwellings in the City of Edmonton.
 - Multi-family (attached) residential dwellings in the City of Edmonton.
 - Single family (detached and semi-detached) residential dwellings outside the City of Edmonton.
 - Multi-family (attached) residential dwellings outside the City of Edmonton.
 - Commercial subdivisions both in and outside the City of Edmonton.
-



Both joint trench and gas only installations are available for each of the development types.

For all Underground Residential Distribution (URD) joint trench projects within the City of Edmonton (including single detached, semi-detached and multi-family residential dwellings), the Shallow Utilities Joint Provisioning guidelines apply. For URD joint trench projects outside the City of Edmonton, Developer Choice guidelines apply. For commercial subdivisions in and outside the City, Developer Choice guidelines apply.



Feeder main extensions both in and outside the City of Edmonton may be required to provide gas service to new subdivisions when no existing gas mains are present.

ATCO installs natural gas mains in subdivision developments, provided the developer:

- legally registers individual lots and public thoroughfares
- services the development with municipal sewer and water

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- provides suitable rights of way (ROWs) for ATCO use, whether they are registered as public thoroughfares or utility ROWs.

In addition, the requirements outlined in [Section 6.1](#) must also be met.



As of May 1, 2015, ATCO will undertake a fixed rate approach to all developer choice joint trench construction projects (i.e., commercial sites, residential subdivisions multi-family sites, etc., outside the City of Edmonton). ATCO will contract directly with developers who require natural gas servicing via joint trench construction, rather than with the contractors who complete the work. As such, ATCO will pay the developer directly for the natural gas portion of joint trench work and the developer will then be responsible for paying the contractors.

6.1. Consultant Responsibilities

Upon submission of plans by the developer, ATCO will indicate the proposed natural gas distribution layout and one (1) copy of the preliminary design will be returned to the developer's engineering consultant.

It is the consultant's responsibility to review the preliminary design for:

- possible conflicts with deep utilities and other shallow utilities
- easement requirements
- sleeve locations
- driveway conflicts

For easement requirements please contact the ATCO designer to whom the project was assigned.

Subdivision changes affecting the gas main design must be brought to the attention of the ATCO Project Designer immediately to ensure that the installation of the mains, and ultimately the gas services, is not unnecessarily delayed.

Before final plans can be issued to ATCO Construction Department, ATCO requires the following materials and information from the developer:

- Final approved set of construction drawings (coversheets and profiles).
- Tentative legal plan (final changes awaiting approval).
- Tentative utility ROW plan (final changes awaiting approval).
- Confirmation of the installed sleeve locations on site.
- A point plan, showing the individual legal pin markings.

A coordinate disk containing the legal information in ASCII text file should be provided, if available.

In urban areas where the municipality does not obtain the ROWs on behalf of ATCO copies of the relevant signed easement agreements must be executed in the name of ATCO Gas & Pipelines Ltd.



Failure to submit all required materials in a timely fashion may result in delays in natural gas service.

7. Joint Trench Construction

In the City of Edmonton, mains in most new residential subdivision are installed traditionally with power, telephone, cable and ATCO installed in separate trenches at different times, but the amount of joint trench construction has steadily increased over the years as there are benefits to the developer and the utility companies.

Joint trench construction is where all shallow utilities (power, telephone, cable and ATCO) are installed in one (1) common trench at the same time. This method of installation, while more convenient for both the developer and the utility companies, requires extra communication and coordination for all parties involved.



The requirements of the developer remain the same as those outlined in [Section 6](#), except as outlined in [Section 7.1](#).

7.1. Service Stub Locations

In a joint trench construction situation, ATCO will extend service stubs onto each property to be served within a subdivision. Service lines will be installed in a straight line from the service box location to the meter at the house. The developer must agree in writing to the following before ATCO will install services in a subdivision:

- Meter locations and the side of the lot on which ATCO Gas' service stub is located will be predetermined. Refer to [Section 5.11](#) for more information on meter locations.
- If the house lines are installed such that ATCO must install the service line on the opposite side of the house, the developer/builder will pay for the abandonment of the existing service stub and reinstallation of a new stub.
- The developer must inform ATCO of any change in lot configuration prior to installation of service stubs.

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- If a change in lot configuration results in service stubs having to be abandoned and new stubs installed, the developer will be responsible for all associated costs of abandonment and reinstallation of the stubs.
- The properties will be unobstructed in the areas where service stubs are to be installed.

For pre-serviced lots where a service stub is installed before the main:

- If a pre-service stub is damaged prior to connection to the main, the builder is responsible for the replacement costs.
- The builder should be aware of whether the pre-service stub is to be connected to the main from the front or rear of the lot and is to dig a pre-service trench in the proper direction and is responsible for any damages or relocation costs.
- The builder is not to extend the service trench, service line or sleeves into the utility right of way (URW) and will be responsible for the associated costs of excavation and damages.

All the shallow utility services are installed on the same side of the house. It is the developer's responsibility to make the homebuilders in the subdivision aware of this.

- The house must be designed so that there is room on the wall to hang all the meters and still maintain the required clearances from openings.



Refer to [What You Should Know About Obtaining a New Residential Natural Gas Service](#) for more information on clearances.

- The service line is installed at the sub-floor stage, along with the other shallow utilities. The homebuilder must ensure that applications for gas service and the gas meter location are made early enough that ATCO can schedule these installations.
- The homebuilder is responsible for exposing ATCO service stubs. An ATCO crew will install service lines in the same trench as the other shallow utilities once they have been installed. The homebuilder is responsible for the backfill of the service trench with suitable material (i.e., free of large rocks, garbage, etc. that could damage the gas line) once all utilities have been installed. This includes the removal of refuse from the trench before backfilling.

8. Condominium Sites

In condominium sites, the entire gas distribution system within the property is installed, owned and operated by ATCO; the service lines are paid for by the developer/owner.

Standard condominiums are single parcels of land in which no individual lots are sold with the condominium unit and no internal roads are registered as public thoroughfares.

Bareland condominiums are developments in which lots are sold with the condominium units, but no internal roads are registered as public thoroughfares. If roads are registered as public thoroughfares, the guidelines outlined in [Section 6](#) apply.

The following information applies to both standard and Bareland condominiums:

- Natural gas pipelines within the condominium property are classified as "mains" and "service lines".
- The portions of the piping system that cross through more than one property within the development are known as "main" and are installed at no charge to the developer.



Registered URWs for the mains must be provided by the developer.

- The lateral lines extending from the gas main to the meter sets are known as "service lines". The "customer end-of-service" extends from the edge of the ROW to the meter. The owner is billed for this portion of the service line at the current rates.
- A separate service application must be made for each or riser.
- Joint trench installation is strongly recommended in Edmonton.
- Maintaining marker posts is the responsibility of the developer. If marker posts have been removed it is the responsibility of the developer to expose the stub at their cost.

8.1. Consultant Responsibilities

In addition to the requirements given in [Section 6.1](#), the developer must provide the following information:

- mechanical site plan
- electrical plan
- building footprints and lot lines on legal plan
- site plans indicating the location of fences, roads, sidewalks and any other aboveground permanent features
- natural gas consumption and house-line pressure requirements
- building floor and/or elevation plans indicating the desired meter location, refer to [Section 8.2](#)
- correct civic addressing for each unit.

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Upon submission of the plans by the developer, ATCO will design the proposed natural gas servicing layout, and a preliminary copy of the design will be sent to the developer's engineering consultant.

Please note that the service lines are not necessarily installed at the same time as the mains. It is the developer's responsibility to ensure that services to the individual units are applied for separately. This can be done by contacting Service Contracts Group, refer to [Section 11](#) ATCO Gas Contacts. They will require a load breakdown for each unit and up-to-date civic addressing.

The developer or developer's consultant must notify ATCO in writing of any changes made to the design of the condominium site after the initial set of drawings is submitted, or if any change occurs in the civic addressing or unit numbering.



Since condominiums tend to have smaller distances between underground facilities, ATCO strongly recommends the developer's consultant arrange a design meeting in the early stages of design with representatives from all shallow utilities present.

8.2. Meter Locations

The developer's options for metering facilities are as follows:

- individual meters grouped at a central location on each building
- Individual meter located on the outside wall of each unit.

Meter locations must be:

- outside and
- must be approved by ATCO in the planning stages.

Locations are governed by local regulations with respect to proximity to:

- opening windows
- fresh air intakes
- electrical outlets
- water sources
- exhausts
- direct vent appliances
- other utility meters, etc.



A meter cannot be located under a:

- sundeck
- porch
- bay window
- driveways
- carports

For further information, please refer to [What You Should Know About Obtaining a New Residential Natural Gas Service](#).

8.3. Construction

In addition to the requirements given in [Section 6](#), the developer must meet each of the following conditions:

- Prior to construction, the developer must sign a form indicating the gas line alignment is within 150 mm of final grade and will be responsible for any damage to the gas lines or extra costs associated with service installation due to a change of grade after main installation.
- The developer must mark the final grade line on the buildings.
- The developer will install the house lines after the proposed meter locations have been approved on-site by an ATCO Service Representative. The house line on the outside wall must have a permanent metal tag attached indicating the unit number it serves or ATCO will not install a meter.
- The developer must mark all private underground utilities at least one (1) day before ATCO moves on site.
- If buried shut-off valves, bent risers or pulled brackets occur after the installation of ATCO facilities, ATCO will not set the meter until the developer pays ATCO for the damages and the damage is repaired by ATCO.

9. Mobile Home Parks

ATCO defines mobile home parks as single parcels of land where no internal roads are registered as public thoroughfares. If the road system is registered as public thoroughfares and the lots are individually registered under separate title, then the guidelines in [Section 6](#) apply.

- All natural gas lines within the mobile home park are classified as "mains" and "service lines".
- The portions of the piping system that cross through more than one property within the development are known as "main" and are installed at no cost to the developer.



Registered URWs for the mains must be provided by the developer.

- Each lot is pre-serviced with a service line and meter post. The lateral lines extending from the gas main to the meter posts are known as “service lines”. The “customer end-of-service” extends from the edge of the ROW to the meter post. The developer is billed for this portion of the service line at the current rates. The developer must provide final grade elevations at the meter post locations.
- A flexible hose from the meter set to the mobile home is supplied and owned by ATCO and is considered part of the meter set.
- A separate service application must be made for each unit.
- Locates must be completed prior to installation of the meter to confirm the main and service are not located under the modular home. If an infraction is found, the meter will not be installed until the situation is corrected at the cost of the developer.

9.1. Consultant Responsibilities

In addition to the requirements given in [Section 6.1](#), the developer must also provide the following information:

- a site plan indicating the exact location of roads, lots, meters, sidewalks and other surface features
- electrical plan
- civic addresses for each mobile home site.

Upon submission of the plans by the developer, ATCO will design the proposed natural gas servicing layout, and a preliminary copy of the design will be sent to the developer's engineering consultant.

The developer or developer's consultant must notify ATCO in writing of any changes made to the design of the mobile home park after the initial set of drawings is submitted, or if any change occurs in the civic addressing.

It is the consultant's responsibility to:

- note any section of the proposed pipeline route which requires special compaction, primarily in paved areas
- examine the proposed pipeline layout for conflicts with all other utilities.

9.2. Meter Locations

Meters are located on a support post adjacent to each mobile home. Meter locations must be outside and must be approved by ATCO in the planning stages. Locations are governed by local regulations with respect to proximity to:

- opening windows
- fresh air intakes
- electrical outlets, etc.



A meter cannot be located under a:

- sundeck
- porch
- bay window
- driveways
- carports

For further information, please see [What You Should Know About Obtaining a New Residential Natural Gas Service](#).

9.3. Construction

In addition to the requirements given in [Section 6](#) the developer must also meet all of the following conditions:

- Upon project completion, the site developer must sign a form indicating that the gas line alignment is within 150 mm of final grade and will be responsible for any damage to the gas lines.
- The developer must mark all private underground utilities, such as irrigation or secondary lines, at least one (1) day before ATCO moves onto the site.
- If buried shut-off valves, bent risers or pulled brackets occur after the installation of ATCO facilities, ATCO will not set the meter until the developer pays ATCO for the damages and the damage is repaired by ATCO.

10. Commercial Sites

ATCO defines a commercial site as any non-residential subdivision that is not otherwise classified in:

- [Sections 6](#) Subdivisions
- [Section 8](#) Condominium Sites
- [Section 9](#) Mobile Home Parks.

ATCO, at its discretion, may participate in joint trench construction for commercial sites. Participation will be determined on a project-by-project basis.

10.1. Single Property

The natural gas facilities installed on a single property are classified as "customer end-of- service" and are paid for by the owner/developer. Service line installation rates are available on the ATCO Gas website at [Charges for Service Line Installations - North](#)

10.2. Bareland Commercial Development

Bareland commercial developments are handled in the same fashion as residential Bareland condominium projects. The mains will be installed at ATCO's expense and corresponding easements may be required; service lines are paid for by the developer/owner.

11. ATCO Gas Contacts

- **Edmonton Growth Engineering Group**

Subdivisions

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- **Edmonton Contract Construction Group**

North Edmonton Operations Centre 13450-149th Street

Edmonton, AB T5V 0B7

- **Service Contracts Group**

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- **ATCO Gas Website**

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Version Summary

Version 1	New document created specifically for the Edmonton region requirements based on the GD 00294 Guide to Natural Gas Servicing for Urban Development in Calgary and Surrounding Areas.
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