Applying for a Kinder Morgan Canada Permit

Kinder Morgan Canada (KMC), operates the Trans Mountain, Trans Mountain Jet Fuel and Puget Sound pipelines. The Trans Mountain Pipeline is regulated federally by the National Energy Board, the Trans Mountain Jet Fuel Pipeline is regulated provincially by the BC Oil and Gas Commission and the Trans Mountain Puget Sound Pipeline is regulated by the US Department of Transportation Pipeline and Hazardous Materials Safety Administration. These regulations require us to approve any ground disturbance activity on or near our pipeline.

You can find more information on the regulator websites:

- National Energy Board: neb-one.gc.ca
- BC Oil and Gas Commission: bcogc.ca
- US Department of Transportation Pipeline and Hazardous Material Safety Administration: phmsa.dot.gov

We approve ground disturbance activity in the form of a 30 Metre (100 Foot) Ground Disturbance Safety Permit and a Proximity (Crossing) Permit. This booklet will guide you through our permit process.

Pipeline Markers and the Right-of-Way

Our pipelines are found in a road allowance or right-of-way, which is a narrow stretch of land that provides safe access for monitoring and maintenance.

Pipeline markers provide important information such as the type of product carried, the local One Call number, and our 24-Hour Emergency Notification Line.

Although markers identify that a pipeline is in the area, they do not give the exact location or depth – only a qualified KMC representative can do so.
Call or Click Before You Dig

Before you begin any ground disturbance work, contact your local One Call centre. If your proposed work is near our pipeline, we will contact you to discuss your proposed work and, if required, meet with you onsite to determine the exact location of the pipeline. This service is typically provided at no cost to you.

Ground Disturbance

Ground disturbance includes any work operation or activity, either below or at ground level, that disturbs or displaces the existing soil or ground cover.

Examples of ground disturbance includes, but is not limited to:

- Excavating, digging or trenching
- Drilling, tunneling or auguring
- Blasting
- Topsoil stripping and soil deposition
- Land clearing, leveling or planting
- Pile driving
- Post pounding
- Vehicle and mobile equipment crossing the pipeline outside of established roadways
Permits

We issue approvals for ground disturbance, installations and related activities under two types of Permits:

- 30 Metre (100 Foot) Ground Disturbance Safety Permit, also known as a 30 Metre (100 Foot) Permit
- Proximity (Crossing) Permit

A 30 Metre (100 Foot) Permit is required prior to any ground disturbance activity within 30 metres (100 feet) from the centre of the pipe.

A Proximity (Crossing) Permit is an additional requirement prior to ground disturbance activity within the pipeline right-of-way. An additional risk assessment will be completed for all works within 7.5 metres (25 feet) of the pipeline.

Additional examples of activities that require a Proximity (Crossing) Permit includes, but is not limited to:

- New roads, driveways, trails or ditches
- Underground utility installations, abandonments and removals
- Fences, posts, bollards and permanent signage
- Vehicle/mobile equipment crossings outside of established roadways
Proximity (Crossing) Permits:

Drawing and Design Requirements

For the Proximity (Crossing) Permit Application, both a plan view and a profile or elevation view drawing are required.

**The Plan View Drawing should have at a minimum:**

- Unverified location of the pipeline and right-of-way boundary (the location will be verified onsite by a KMC representative)
- Complete legal land description and the street address of the property (you can obtain the legal land description from your local city hall, municipal office, regional district or county office)
- Location of proposed works, including dimensions to a reference point such as a legal property line, the pipeline, or the right-of-way boundary
- Location of all applicable property boundaries as well as road and utility boundaries
- A north arrow

**The Profile or Elevation View Drawing should have at minimum:**

- For surface crossings the profile should be taken along the pipeline
- For underground and aerial crossings, the profile should be taken along the proposed new crossing facility
- Location of any pipeline and associated depth of cover
- All horizontal and vertical clearances from the pipeline
Pipeline Protection Zones for Ground Disturbance

Kinder Morgan Canada Representative

- **0.6m (2ft)**
- **5m (17ft)**: Hand/hydrovac exposure required within 5 metres (17 feet) from the centre of the pipe
- **7.5m (25ft)**
- **30m (100ft)**: All ground disturbance activity within 30 metres (100 feet) from the centre of the pipe must be verified by a Kinder Morgan Canada representative and requires a 30 Metre (100 Foot) Safety Permit
Kinder Morgan Canada Representative

Pipeline Protection Zones for Ground Disturbance

- 0.6m (2ft): No mechanical excavation within 0.6 metres (2 feet) from the edge of the pipe.
- 5m (17ft): Kinder Morgan Canada representative must be onsite for all work within 7.5 metres (25 feet) from the centre of the pipe.
- 7.5m (25ft): Kinder Morgan Canada representative must be onsite for all work within 7.5 metres (25 feet) from the centre of the pipe.
- 30m (100ft): Kinder Morgan Canada representative must be onsite for all work within 30 metres (100 feet) from the centre of the pipe.

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Special Project Considerations

For certain projects, additional information must be included in your application:

Roads and Parking Lots

For the Plan View Drawing:

- All existing buildings within 30 metres (100 feet) of the pipeline
- Parking stall layout (no parking or storing of materials is permitted within 3 metres (10 feet) of the pipeline)
- Location of all access roads

For the Profile or Elevation View Drawing:

- Detail and describe the proposed backfill structure around the pipeline
- Ensure that all roads and parking lots that cross the right-of-way are completed in accordance with our Engineering Standard MP3120D. Please contact us for the latest copy if required

Depth of Cover:

- Minimum depth of cover is 1.2 metres (4 feet) from the top of the pipeline to the final road grade. Do not exceed 1.8 metres (6 feet)
- A KMC representative must be onsite for any backfill

Inspection Cut-Outs for Parking Lots:

- Inspection cut-outs shall be installed in the pavement directly over the pipeline every 10 metres (33 feet)
- The inspection cut-outs should consist of a 150 millimetre (6 inch) diameter cast iron grate in a concrete or rigid PVC collar filled with free draining gravel
- The layout of the inspection cut-outs may be determined at the time of construction with the KMC representative
Railways
Specific requirements for new railway crossings will be established on a case-by-case basis. Please contact us directly to discuss your project.

Trails
The minimum depth of cover shall be 1 metre (3 feet) from the top of the pipeline to the final grade and 1.2 metres (4 feet) if the trail is used for vehicle access.

Ditches
For the Profile or Elevation View Drawing:
• Include the dimensions of the width at the top of the ditch, the width of the invert, and the depth of the ditch

Depth of Cover:
• The minimum depth of cover required is 1 metre (3 feet) from the top of the pipeline to the invert ditch

Liners:
• A description of any ditch liners, including the material type, must be included in your application
Aerial Cable Utilities

For the Plan View Drawing:

- Include the location of all proposed poles, towers, guys, anchors, or any other supporting structure in all plan view drawings
- None of the above are permitted on the right-of-way

For the Profile or Elevation View Drawing:

- Provide a dimension of the proposed minimum height of the overhead cable(s) across the right-of-way

Cable Information Requirements:

- Provide a description of the type, size, and voltage of the proposed cable(s)
Underground Utilities

Clearances

• For fibre optic cables not in conduit and concrete encasement the minimum vertical clearance is 2 metres (6.5 feet)
• For fibre optic cables in conduit and encased in concrete with warning tape placed above the minimum vertical clearance is 0.3 metres (1 foot)
• For most other utilities, the minimum vertical clearance is 0.3 metres (1 foot)
• For trenchless construction such as directional drilling or boring, the minimum vertical clearance for all utilities shall be 2 metres (6.6 feet)
• For parallel works within a road allowance, the minimum horizontal clearance is 1.5 metres (5 feet) from the edge of the pipeline

We reserve the right to increase the minimum clearances listed in the application if deemed necessary.

Constant Elevation:

• All underground facilities shall maintain a constant elevation across the entire width of the right-of-way and extend a minimum of 0.6 metres (2 feet) beyond the right-of-way boundaries

Cable Information Requirements:

• Provide the voltage, conduit size, and method of installation in your application
• Using trenching methods, install the cable within rigid PVC type conduit
• Encase in concrete
• Place applicable warning tape across the width of the right-of-way
Pipeline Information Requirements:

- Pipe material
- Outside diameter
- Wall thickness
- Pipe grade
- Type of cathodic protection
- Substance pipeline will be transporting
- Method of installation

For steel pipelines, the installation of a test tap may be required at the crossing to monitor cathodic protection. During the permit application process, we will determine if one is necessary. All costs associated with the test tap installation will be the responsibility of the applicant.

Limitations

For perpendicular works across the pipeline, the following are not permitted within the right-of-way:

- Junction boxes
- Kiosks
- Valves
- Other similar facilities
- Manholes
- Catch basins
- Meters

Where there is no right-of-way, please contact the Pipeline Protection Department.
Landscaping

When submitting your landscaping plans for approval, please include the following:

- Property lines and length
- Position and dimensions of your house or building
- Right-of-way of pipeline location (the location will be verified onsite by a KMC representative)
- Driveways, sheds, fences and any other structures
- Trees, hedges, lawn areas, and garden beds

We require clear access to the pipeline and right-of-way for monitoring and maintenance. Refer to our Design and Landscaping Guidelines for more detailed information.

Fences, Posts and Bollards

The minimum clearance from the pipeline centre line to the centre line of a post or bollard is 2 metres (6.5 feet). For applications regarding installing a fence, please include the fence height and construction material with your application.

Storing Materials

Storing materials of any kind is not permitted within 3 metres (10 feet) on either side of the pipeline. You can store materials outside this area as long as they are easily moved in the event that we need access to the right-of-way. A Proximity (Crossing) Permit is still required.
Application Process and Approvals

• Obtain a copy of our Pipeline/Right-of-Way Proximity (Crossing) Permit Application from our website kindermorgan.com/pipelinesafety

• Contact your local One Call centre and provide them with details of your planned activity

• Prepare your application and provide all the required details for us to access your application

• Submit your application to a KMC permit representative by e-mailing permits_bc@kindermorgan.com for permits in British Columbia and Washington State and permits_ab@kindermorgan.com for permits in Alberta

• We will process the application and send a copy to the applicant for signature

• Applicant signs and returns applications to the KMC permit representative

• Before beginning construction, arrange an onsite safety meeting with a KMC permit representative. At the meeting the representative will:
  » Locate and mark the pipe
  » Issue a 30 Metre (100 Foot) Permit
  » Stay onsite for any work within 7.5 metres (25 feet) of the pipe
With all required documentation, a Proximity (Crossing) Permit can take up to 10 business days to process. Once we have reviewed and approved your plan, a Proximity (Crossing) Permit will be issued for the work detailed in the application (subsequent to any changes in the process). If your scope of work changes, you will need to notify us to approve any changes.

Copies of all permits must be kept at the job site and available when requested by a KMC representative.
Frequently Asked Questions

When do I need a Proximity (Crossing) Permit?

A Proximity (Crossing) Permit is required for anything of permanent nature within the pipeline right-of-way. Proximity (Crossing) Permits are also required for landscaping and storing materials.

Where do I get a Proximity (Crossing) Permit application from?

You can contact our Pipeline Protection Department at 1.888.767.0304 or download an application from our website at kindermorgan.com/pipelinesafety.

What do I need for my application?

To process any application, we require the following:

- Proximity (Crossing) Permit Application form
- A copy of all applicable design drawings
Will you provide me with a drawing so I can plan around your pipelines?

During the planning stages, we can provide drawings detailing the right-of-way, however, these drawings cannot be used for any ground disturbance activity and you will be required to sign a disclaimer. A KMC representative will still be required to be onsite for any work within 7.5 metres (25 feet) of the pipeline. Please contact our Pipeline Protection Department to obtain a drawing.

Is there a permit fee?

No. We typically provide this service at no cost to you. However, if a KMC representative is required to be onsite for an extended length of time a charge may be levied. This information will be detailed in the Proximity (Crossing) Permit application process.

Do I also need a 30 Metre (100 Foot) Permit?

Yes. A 30 Metre (100 Foot) Permit is required for any ground disturbance activity within 30 metres (100 feet) from the centre of the pipe. This will be provided to you during the required safety meeting. You will be required to keep both permits at the work site along with your valid One Call ticket.

When will I find out if my application has been approved?

Applications typically take 7 to 10 days to process. You will be notified by a KMC representative once your application has been approved.
About Kinder Morgan Canada

Kinder Morgan Canada (KMC), operates the Trans Mountain Pipeline system. The Trans Mountain Pipeline transports crude oil and refined petroleum products from Edmonton, Alberta to Burnaby, British Columbia and into Whatcom and Skagit Counties in Washington State. The Trans Mountain Jet Fuel Pipeline transports jet fuel from Burnaby to the Vancouver International Airport. We are committed to safe, reliable and efficient operations of our pipelines.
This brochure contains important pipeline safety information. Please have it translated. If you have questions, email pipelinesafety@kindermorgan.com.

본 브로셔는 중요한 파이프라인 안전 정보를 담고 있습니다. 번역해 주십시오. 궁금한 점이 있으면 pipelinesafety@kindermorgan.com 주소로 이메일을 보내 주시기 바랍니다.
Damage prevention is a shared responsibility.

Prior approval is required from us for any ground disturbance activity within 30 metres (100 feet) from the centre of our pipe.

For more information on permits, please contact a KMC permit representative in your area:

Alberta
Phone: 1.888.767.0304 or 780.449.5906
E-mail: permits_ab@kindermorgan.com

British Columbia and Washington State
Phone: 1.888.767.0304 or 604.268.3093
E-mail: permits_bc@kindermorgan.com

Call or Click Before You Dig

BC One Call: 1.800.474.6886
Alberta One-Call: 1.800.242.3447
clickbeforeyoudig.com

Washington State: 811
callbeforeyoudig.org

If you suspect a pipeline emergency, immediately call our 24-Hour Emergency Notification Line: 1.888.876.6711

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