

## **Directives and preparation guide**

# **To apply for authorization to work or circulate in a Énergir easement**

Version: June 2017  
Real Estate Expertise

## 1. Preamble

Énergir Limited Partnership (Énergir), has obtained, by deeds of easement, certain rights on strips of land, known as easements, in which underground natural gas pipelines are installed. The rights acquired state that the operation and maintenance of natural gas pipelines are the main functions that will be performed within the easement. The terms and conditions pertaining to these easements prohibit any work or circulation in the easement without the prior written approval of Énergir.

To ensure compliance with the above-mentioned rights and the safety of natural gas pipeline crossings, Énergir issues authorizations for all construction or circulation activities affecting the pipelines and easements.

## 2. Preparing the authorization request form

**N.B. If the required information regarding the natural gas pipeline is not available, a location reading must be taken on site. For this reason, and to locate all underground infrastructures, it is crucial to submit a locate request to Info-Excavation via [www.info-ex.com](http://www.info-ex.com) or by calling the toll-free number 1 800-663-9228.**

Subsequently, and prior to work being carried out in the Énergir easement, the requestor must submit to Énergir's Real Estate Expertise group an authorization request using the Authorization Request form so that it may be analyzed. This application must include the following:

1. The requestor's name and contact information.
2. The owner's name and contact information, if different from that of the requestor.
  - The owner, who will receive a copy of Énergir's decision, must be informed of the requestor's request.
3. Work location.
  - Address and/or GPS coordinates and/or location **CLEARLY** identified on the sketch attached to the request.
4. The easement registration number and registry division, if known.
  - The easement number and registry division usually appear on the certificate of location.
5. The lot number or cadastre name of the property where the work will be performed.
  - The lot number usually appears on the municipal tax bill or on the certificate of location.
6. The date work is expected to start.
7. A brief description of the work (attach an appendix, if necessary).
8. The types of vehicles that will be driving over the natural gas pipeline and/or in the easement during and after the work.
  - Characterize, including the weight and measurements, the heaviest loaded vehicle that will be driving over the pipeline and/or in the easement.
9. A detailed, comprehensive sketch of the planned work as well its exact location. Comprehensive construction plans may be required, depending on the nature of the planned work.

The requestor must also mail or email the authorization request to the following address:

**Énergir**

Real Estate Expertise

1717 Du Havre Street

Montréal, Québec H2K 2X3

Telephone: 514 598-3450, or toll-free: 1 866-630-3450

Email: [servitude@energir.com](mailto:servitude@energir.com)

### 3. Authorization request process

Upon receipt, Énergir will study the authorization request within 10 business days. If the request or sketches are incomplete, they will be returned along with an explanation of the corrections to be made. Should the request be refused, the refusal will be communicated in writing, explaining the reasons behind the decision.

When an authorization request is approved, Énergir will send the Authorization form to the requestor, listing the conditions under which work must be performed. Furthermore, the requestor must **SIGN** and return this form **BEFORE** work starts. Failure to do so will render the permission null and without effect. A copy of the Authorization form must be kept at the work site so it may be provided to the Énergir representative at any time, upon simple request, failing which work may be suspended without notice.

The form will indicate the duration of the authorization. After this time, the requestor must request an extension if the work has not yet been completed.

In the event of modifications to the request or to land conditions, a new authorization request must be submitted before work may commence.

## 4. Notification of commencement of work

At least five days before the start of the work, the requestor must contact Énergir's Control Office at 1 855 607-0848, with their file number close at hand, so that a Énergir representative may be present during the work to precisely locate the natural gas pipeline and supervise the mechanical work performed around it.

## 5. Costs

There is no fee for processing authorization requests or for Info-Excavation's services.

## 6. Considerations

### 6.1 Permitted uses:

- Certain agricultural crops
- Flower beds and vegetable gardens
- Pastures

### 6.2 Uses requiring written authorization include, but are not limited to, the following:

- Excavation
- Raising or lowering of the land
- Planting of shrubs
- Landscaping
- Ditch (crossing)
- Fence (crossing)
- Path and street (crossing)
- Underground or overhead utilities (crossing)

### 6.3 Prohibited uses:

- Construction of any type of building or structure
- Pools, spas, terraces and sheds
- Planting of trees
- Wells or any other type of drilling
- Storage of flammable materials, equipment or vehicles
- Dynamiting
- Incineration of waste and scraps

- Septic fields
- Installation of poles and guy wires
- Billboards or commercial signs
- Parking lots
- ATV, ORV, quad or snowmobile trails

#### 6.4 Utilities:

- Utility installations must cross beneath Énergir pipelines.
- There must be a minimum vertical clearance of 300 mm between utility installations and the top of the pipeline. A greater minimum clearance may be required based on the nature and size of the structures and/or pipeline.
- Utility installations must be level along the entire easement.
- Utility installations must cross the pipeline at an angle as close as possible to 90°, but no less than 45°.

#### 6.5 Roadways:

- Minimum clearance of 1,200 mm between the lowest part of the road surface and the top of the pipeline.
- The roadway must be designed in such a way as to minimize the impact loads of vehicles on the pipeline.
- Depending on the pipeline's characteristics, it may be necessary to add protective structures in order to comply with the requirements of the codes in effect.

#### 6.6 Ditches:

- Minimum clearance of 1,200 mm between the bottom of the ditch and the top of the pipeline.

#### 6.7 Other considerations:

- The location of all crossing-related surface, overhead and underground installations (curbs, guard rails, fences, sub-drainage, sewers, cables, etc.) must be illustrated on the plans.
- The design must allow for unaffected parts of the easement to be reached. For example, plan for barriers to provide access to the easement.
- Clean filling materials must be used below the pipeline and in the easement.

## 7. Safety

### In the event of an emergency

In the event of a break in a natural gas pipeline or any other component of the natural gas distribution system:

**a) Stop all work.**

Remove the bucket from the trench, as well any other equipment likely to hinder the emergency intervention or prevent natural gas from being released into the air. Shut off the engines of heavy machinery and of all other motorized or electrical equipment.

Do not attempt to backfill or seal off the leak.

**b) Avoid flames and sparks.**

Eliminate all source of ignition or sparks, including the use of switches, cell phones and any other non-intrinsically safe electronic equipment.

**c) Do not smoke.**

**d) Quickly move away from the source of the leak.**

**e) Call 911 immediately. (or 1 800 361-8003 if service unavailable)**

**f) If the natural gas ignites:**

- Do not attempt to extinguish it;
- Stay a safe distance away from the fire;
- Wait for the fire department to arrive.

**N.B.: Inform Énergir of any damage to gas infrastructures, for example, pipelines, coating, tracer wires, anodes, meters or regulators, even if this damage has not caused a natural gas leak. Also inform Énergir of any sewer damage caused by a natural gas pipeline.**

**Should such a situation occur, please contact Customer Service at 1 844-780-4355.**