



Utility Installation/Street Occupation Permits Application

Permit Number: _____

Application Date (M/D/Y): _____

Applicant: _____ Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____

Contractor: _____ RMWB Project Manager: _____

Address: _____ City: _____ Postal Code: _____ Phone: _____

Email Address: _____ Alt Phone: _____

Detailed description of work: _____

Street Address: _____ Unit #: _____ Lot: _____ Block: _____ Plan: _____

Roadway Boulevard/Parkland Median Sidewalk/Walkway Curb & Gutter Trees & Shrubs Other: _____

Purpose: Install Utility Repair Utility

If yes then apply for Traffic Accommodation Plan.

Date of Commencement (M/D/Y): _____

Require Road/Sidewalk Closure: Yes No

Date of Completion (M/D/Y): _____

If yes, will it be: Full Partial

Starting & End Location: _____

Will the Work Involve Hydrovac? Yes No
(If yes, show location(s) of hole on construction drawings)

Will the Work Involve Road Cut/Excavation? Yes No
(If yes, show location(s) of hole on construction drawings)

I hereby agree that the work stipulated in this Permit shall be performed in accordance with the Regional Municipality of Wood Buffalo's **Engineering Standards, Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual, and approved project drawings and specifications.** In case of default, I acknowledge and confirm that the Regional Municipality of Wood Buffalo has the right to complete the work shown in this permit and charge me for the costs of the same. I shall indemnify and save harmless the Regional Municipality of Wood Buffalo from any and all losses, costs, damages, actions, causes of action, suits, claims & demands resulting from anything done or omitted to be done by the development owner in pursuance or purported pursuance of this permit. **This permit is valid for up to 30 days** from the date issued unless otherwise stated. After that time period a new permit will be required and appropriate fees will be charged.

Applicant (please print): _____

Signature: _____

Reviewed by: _____
(Engineer/Technician)

Date: _____

Approved by: _____
(Manager, Development | Engineering)

Date Approved: _____

Standard Procedure for Locates: Applicant to contact Alberta One Call, for Shaw contact Dig Shaw & UGS-RMWB (780) 743-7000

Permit Fee: \$ _____ **(Payment must be paid at the time of application and permit fees are non-refundable)**

Payment Method: Visa M/C Debit Cash Cheque Authorization / Cheque Number _____

Application Form Traffic Accommodation Plan Construction Drawings Others: _____

Office Use Only

Authority: (please check one) Developer (payment in the amount of \$125.00 required)

Bylaw(s) 02/079 (section 13.19), 85/51 (section 307)

Others

Atco Gas

Atco Electric

Telus/Shaw/Bell RMWB

Bylaw(s) 06/003, 12/038 (payment not required, exempt authority)

UTILITY INSTALLATION/STREET OCCUPATION PERMITS PROCESS

How do I get permission to work on Municipal Land? Whether it is in Parks, Roads, and Trails or on Boulevards?

STEP 1:

Create an account on RMWB website at <https://acaproduct.rmwb.ca/citizenaccessprod/Default.aspx>

STEP 2:

Fill out all the applicable information on your permit online.

STEP 3:

Have a map showing the location of work and if required, provide a Traffic Accommodation Plan Permit designed by a trained individual.

STEP 4:

Submit the online application and payment is due and payable at the time of application.

STEP 5:

The Permit is reviewed internally.

STEP 6:

(APPROVED) The applicant will receive a phone call or email from the Development Engineering with comments. Applicant must then download the approved permit online.

STEP 6:

(REJECTED) The applicant will receive a phone call or email from the Development Engineering with recommendations/comments. If applicant addresses the recommendations/comments they may repeat Step 5.

STEP 7:

Applicant is approved to carry out work as per the approved permit. Construction must start within 30 days of the permit being issued.

STEP 8:

(OPTIONAL) Extending a permit can be requested by repeating step 4.