



Utility Line Assignment (ULA) Permit

A. REFERENCE FILE

| | | | | | |
|------------------|--|-------------|--|-------|--|
| Internal File #: | | Revision #: | | Date: | |
| Name of Project: | | | | | |

B. CONTACT INFORMATION

| | | |
|---------------|------------------|---------------|
| Company Name: | Company Address: | Position/Role |
| Contact Name: | Contact Number: | E-mail: |

C. SHALLOW UTILITIES

| | | | |
|--|-----------------------------------|--|--|
| ATCO Electric, Fortis <input type="checkbox"/> | ATCO Gas <input type="checkbox"/> | Telus, Bell, Shaw <input type="checkbox"/> | Others (specify below): <input type="checkbox"/> |
|--|-----------------------------------|--|--|

D. PURPOSE OF INSTALLATION

| | | | | | |
|--|--------------------------------------|---|-----------------------|--|-------------------------------------|
| Subdivision <input type="checkbox"/> | Development <input type="checkbox"/> | Commercial/Residential <input type="checkbox"/> | RMWB PROJECTS: | Capital Project <input type="checkbox"/> | Facilities <input type="checkbox"/> |
| | | | | Parks <input type="checkbox"/> | Public <input type="checkbox"/> |
| New Installation <input type="checkbox"/> | Relocation <input type="checkbox"/> | Others <input type="checkbox"/> | Specify _____ | | |
| Upgrade/Replacement <input type="checkbox"/> | Abandonment <input type="checkbox"/> | | | | |

E. PROPOSED SCHEDULE OF INSTALLATION

| | |
|-------------------------|------------------------------|
| Anticipated Start Date: | Anticipated Completion Date: |
|-------------------------|------------------------------|

F. LOCATION

| | | |
|-----------------------------------|--------------------------------|--|
| Urban <input type="checkbox"/> | Rural <input type="checkbox"/> | Various Locations <input type="checkbox"/> |
| Township | W Range Twp Sec Quarter Sec | Plan No. |
| Civic Address | | |
| Site/Construction Dwg. Encls. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Land/Crossing Agreement Necessary | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Note: If Yes, contact the Land Administration Department at (780) 743-7000 to comply with Agreement requirements.

G. INSTALLATION DETAILS (INCLUDE HERE IF NOT ON DRAWINGS)

| Depth Zone (Underground) | Less than 0.70m <input type="checkbox"/> | <input type="checkbox"/> 0.70 - 1.50 m | <input type="checkbox"/> 1.50 - 2.0 m | <input type="checkbox"/> Over 2.0m | <input type="checkbox"/> TBD |
|--------------------------|--|--|---------------------------------------|------------------------------------|------------------------------|
| Type of Structure | Dimension: | Method of Installation | Construction Notes: | | |
| Brief Description: | Length _____ | Directional Bore <input type="checkbox"/> | | | |
| | Width _____ | Open Cut <input type="checkbox"/> | | | |
| | Height _____ | Directional Bore & Open Cut <input type="checkbox"/> | | | |
| | Diameter _____ | Joint Line/Trench <input type="checkbox"/> | | | |
| | Area _____ | Aerial <input type="checkbox"/> | | | |
| | Total Length _____ | Other Installation Type <input type="checkbox"/> | | | |
| | Total Area _____ | | | | |

H. IMPACT TO MUNICIPAL INFRASTRUCTURE/ROW

| | | | |
|-----------------------------------|--|---|---------------------------------|
| Road <input type="checkbox"/> | Curb and Gutter <input type="checkbox"/> | Boulevard <input type="checkbox"/> | Others <input type="checkbox"/> |
| Walkway <input type="checkbox"/> | Lane/Alley <input type="checkbox"/> | PUL/URW <input type="checkbox"/> | Specify _____ |
| Driveway <input type="checkbox"/> | Landscaping <input type="checkbox"/> | Underground Services <input type="checkbox"/> | |

I. MUNICIPAL APPROVAL

| | | |
|--|--------------------------------------|--|
| REFUSED <input type="checkbox"/> | APPROVED <input type="checkbox"/> | ADDITIONAL REQUIREMENTS <input type="checkbox"/> |
| Reviewed by: _____ | Approved by _____ | Date _____ |
| (Engineer/Technician) | (Manager, Development Engineering) | |
| Recommendation, Special Conditions & Comments: | | |

Disclaimer: The municipal approval of the ULA does not constitute the approval of the Design and Construction Drawings. Accordingly, verification on site during installation for any conflict with existing infrastructure, other utilities and to private properties shall be the responsibility of the ULA applicant.

UTILITY LINE ASSIGNMENT (ULA) PERMIT 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:

Upload ULA construction drawings.

STEP 4:

Submit the online 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.