



10511 – 103 Street
 High Level, AB
 T0H 1Z0
 Ph: 780-926-2201
 Fax: 780-926-2899
 development@highlevel.ca

Utility Line Assignment Application Form

OFFICIAL USE ONLY				
Utility Line Assignment Permit Number	Roll Number	Non-Refundable Fee	Date Received	Receipt Number
		\$		

Applicant Information

Utility Company Project File Number #		Utility Company Name		
Utility Company Mailing Address				
Address:				
City/Town:				
Province:				
Postal Code:				
Contact Phone Number		On-Site Contact Phone Number		
Contact Email Address		On-Site Contact Email Address		

Land Information

Urban Legal Address					
Lot		Block		Plan	
Rural Legal Address	Quarter <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section	Township	Range	Meridian
Civic Address					
Land Use Zoning					
<input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> IND <input type="checkbox"/> C-1 <input type="checkbox"/> C-3 <input type="checkbox"/> CU <input type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> RES <input type="checkbox"/> DC					

Location of Proposed Work (if not captured by address and legal land location above)

Location Drawing Provided



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Installation Information

Infrastructure Affected

- | | |
|--|---|
| <input type="checkbox"/> Roadway | <input type="checkbox"/> Sidewalk |
| <input type="checkbox"/> Curb and Gutter | <input type="checkbox"/> Public Parking Lot |
| <input type="checkbox"/> Alley | <input type="checkbox"/> Natural Gas |
| <input type="checkbox"/> Boulevard | <input type="checkbox"/> Easement / PUL / URW |
| <input type="checkbox"/> Walking Trail | <input type="checkbox"/> Water Main |
| <input type="checkbox"/> Sewer Main | <input type="checkbox"/> Power Infrastructure |

Other / Comments

Description of Installation

Alignment Offset (m)		From Water Main(s)	Length (m)		Depth (m)	
Alignment Offset (m)		From Sewer Main(s)	Length (m)		Depth (m)	

Additional Comments

Type of Installation

- | | |
|---|--|
| <input type="checkbox"/> Aerial | <input type="checkbox"/> Direct Buried |
| <input type="checkbox"/> Push / Directional Drill | <input type="checkbox"/> Other (please describe below) |



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Restoration Information

Backfill Method

Backfill Contractor Company Name	
Backfill Contractor Contact Name	
Backfill Contractor Phone Number	
Backfill Contractor Email Address	
Surface Restoration Contractor Company Name	
Surface Restoration Contractor Contact Name	
Surface Restoration Contractor Phone Number	
Surface Restoration Contractor Email Address	

Other Information

Utility Line Assignment part of a Town-initiated project?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments

Drawings Provided
<input type="checkbox"/> Proposed Alignment <input type="checkbox"/> Geospatial Data*
<input type="checkbox"/> Material Type and Size <input type="checkbox"/> At Surface / Above Ground Assets
<input type="checkbox"/> Other (please describe below)
*Geospatial data must be submitted in Shapefile format. All other drawings must be submitted in CAD and/or PDF formats. Upon project completion, as-built CAD drawings and Shapefiles of the Utility Line Assignment shall be submitted to the Town.



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Applicant Checklist

<input type="checkbox"/>	Completed this Application Form	<input type="checkbox"/>	Registered Landowner has signed this form, if applicable
<input type="checkbox"/>	Application Fee Paid	<input type="checkbox"/>	Provided all Required Drawings and Data

Applicant Declaration

I/We declare that the information given on this form and any attachments is a true statement of the facts concerning this development. I/We agree to comply with the Safety Codes Act, all applicable codes, regulations and bylaws. I/We hereby give consent to allow Town authorized person(s) the right to enter the above lot and/or buildings with respect to this permit application only.

Personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the issuance of development permits, Land Use Bylaw enforcement and property assessment purposes. The name of the permit holder, and the nature of the permit are available to the public upon request. If you have any questions about the collection, use or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.

Signature of Applicant	Date
Signature of Registered Land Owner	Date


OFFICIAL USE ONLY			
Circulated to Operations for Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	Circulated to Emergency Services for Review	<input type="checkbox"/> Yes <input type="checkbox"/> No
Circulated to CAO for Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved subject to permit conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Refused for the following reason(s) 			
Date of Decision	Date of Public Notice	Signature of Development Authority <hr/>	
Date Permit Valid	Date Permit Expires		



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Site Plan

	 NORTH
	Setbacks from Lot Lines
	Front Yard <input type="checkbox"/> ft. <input type="checkbox"/> m
	Rear Yard <input type="checkbox"/> ft. <input type="checkbox"/> m
	Side Yard (1) <input type="checkbox"/> ft. <input type="checkbox"/> m
	Side Yard (2) <input type="checkbox"/> ft. <input type="checkbox"/> m

If applicable, please include the following information in your drawing:

- | | |
|---|---|
| <ul style="list-style-type: none"> • location/distance of existing buildings from property lines • location of access/driveway, and distance from intersections • location of shelterbelts and/or treed areas • location of parking and loading areas • length and width of property | <ul style="list-style-type: none"> • location/distance of proposed buildings from property lines • ravines, creeks, lakes, sloughs, and any other water bodies • location of road(s), road allowances • location of parking and loading areas |
|---|---|