

# Utility Line Assignment

## Application Form

All materials must be clear, legible, and precise. Only applications that are complete will be accepted. This application is for a Utility Line Assignment only. Other permits and licences, including business licences, may be required.



**Utility Company Name**

**Utility Company Project File #**

### Utility Company Contact

Name \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

### Property Owner Contact

No Private Property Impacted

Name \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Property Owner Notified: Yes \_\_\_\_\_ No \_\_\_\_\_

### Project Info

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Installation Type      Aerial      Direct Buried      Push/Direction Drill      Other: \_\_\_\_\_

Project Description

### Infrastructure Affected

Roadway

Boulevard

Sewer Main

Power Infrastructure

Alley

Sidewalk

Water Main

Public Parking

Curb and Gutters

Walking Trail

Natural Gas Infrastructure

Easement / PUL / URW

Other Comments:

### Alignment Offsets

#### Roads

horizontal: \_\_\_\_\_ meters

depth: \_\_\_\_\_ meters

#### Water Mains

horizontal: \_\_\_\_\_ meters

depth: \_\_\_\_\_ meters

#### Sewer Mains

horizontal: \_\_\_\_\_ meters

depth: \_\_\_\_\_ meters

Other Comments:

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### Backfill Contractor

Company \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

### Surface Restoration Contractor

Company \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

### Please Explain How Surfaces Will Be Restored

### Provided Files

Site Plan/ Proposed Alignment

Geospatial Data

Material Type and Size

At Surface and Above Ground Assets

Other: \_\_\_\_\_

### Processing Information

The Town of High Level recognizes the demand for space within its right-of-ways (ROW) and acknowledges that this space is a limited resource that should be used responsibly.

To ensure fairness and thorough review of each application, critical internal and external stakeholders may be provided this application and its attachments for review. Once the application is deemed complete, the Town allows those stakeholders five business days to submit their comments. If no concerns arise during this circulation phase, the Town will issue approval with general conditions. However, if concerns do arise, the Town may request changes to the proposed project or impose additional conditions.

**Note: The Town aims to process all ULA applications within 1 week; however, for larger and more complex projects, additional circulation and review time is often required.**

### OFFICE USE ONLY

Circulation to Operations	Complete	Assigned ULA #: _____
Circulation to Planning & Development	Complete	ULA Fee: \$ _____
Circulation to Emergency Services	Complete	Receipt Number: _____
Review Meeting Scheduled (Projects over 10m in Length or involving crossings)	Complete	