

# 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** **Water Mains** **Sewer Mains**  
horizontal: \_\_\_\_\_ meters horizontal: \_\_\_\_\_ meters horizontal: \_\_\_\_\_ meters  
depth: \_\_\_\_\_ meters depth: \_\_\_\_\_ 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		