

Utility Line Assignment Permit

A. APPLICANT'S REFERENCE INFORMATION

Reference 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 ☐	ATCO Gas ☐	Telus, Bell, Shaw-Rogers ☐	Others (specify below): ☐
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D. PURPOSE OF INSTALLATION

Subdivision ☐	Development ☐	Commercial/ Residential ☐	RMWB PROJECTS:	Capital Project ☐	Facilities ☐
				Parks ☐	Public ☐
New Installation ☐	Relocation ☐	Others ☐			
Upgrade/Replacement ☐	Abandonment ☐	Specify:			

E. PROPOSED SCHEDULE OF INSTALLATION

Anticipated Start Date:	Anticipated Completion Date:
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F. LOCATION

Urban ☐	Rural ☐	Various Locations ☐
Township	W: Range: Twp: Sec: Quarter Sec:	Plan No.
Civic Address		
Site/Construction Dwg. Encls.	Yes ☐	No ☐
Land/Crossing Agreement Necessary	Yes ☐ If yes, attach related documents.	No ☐

G. INSTALLATION DETAILS

Depth Zone (Undergroup)	Less than 0.70m ☐	0.70 - 1.50 m ☐	1.50 – 2.0 m ☐	Over 2.0m ☐	TBD ☐
Type of Structure:	Dimension:	Method of Installation:	Construction Notes:		
Brief Description:	Length _____ Width _____ Height _____ Diameter _____ Area _____ Total Length _____ Total Area _____	Directional Bore ☐ Open Cut ☐ Directional Bore & Open Cut ☐ Joint Line/Trench ☐ Aerial ☐ Other Installation Type ☐			

H. IMPACT TO MUNICIPAL INFRASTRUCTURE/ROW

Road ☐	Curb and Gutter ☐	Boulevard ☐	Others ☐
Walkway ☐	Lane/Alley ☐	PUL/URW ☐	Specify:
Driveway ☐	Landscaping ☐	Underground Services ☐	

I. MUNICIPAL APPROVAL

Approved By:	Reviewed By:	Date: _____
(Manager, Development Engineering)	(Engineer/Technician)	
Comments:		
Permit Fee: \$ _____ Payment Method: ☐ Vis ☐ M/ ☐ Debi ☐ Chequ ☐ Cash ☐ Authorization / Cheque		
<i>(Payment in the amount of \$125 is required) Bylaw 25/026 (Schedule A)</i>		

Utility Line Assignment Permit

The installation of Shallow Utilities, monitoring wells, or any third-party infrastructure within public road rights-of-way by external agencies and private utilities require an agreement with the Municipality. The agreement usually takes the form of a Right-of-Way Consent & Access Agreement or a Franchise Agreement.

Applications for ULA Permits must include utility alignment plans showing where new underground or aerial utility lines will be built, or where environmental testing will occur within municipal road rights-of way.

STEP 1

SUBMIT AN APPLICATION

- Apply online on the RMWB website through E-permitting portal
 - Create an account or sign in at <https://acaproduct.rmwb.ca/citizenaccessprod/Default.aspx>
- Apply in person at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.
 - You can contact by phone at 780-743-7000 or by email at permit.inquiries@rmwb.ca
 - After hours: contact the Pulse at 780-743-7000 or toll-free at 1-800-973-9663
 - Conversely download permit application forms under Engineering and Infrastructure Development at <https://www.rmwb.ca/en/permits-and-development/applications-licences-and-permits.aspx>
- Fill out all the applicable information and payment is due and payable at the time of application
 - Attach all required documentation
 - Have a map showing the location of work, approved project drawings, specifications and if requires a Traffic Accommodation Plan following the RMWB's Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual or designed by a trained individual.

STEP 2

REVIEW

- The Utility Line Assignment permit is reviewed internally within 5 working days.
- All information and attachments provided by the applicant will be carefully reviewed for compliance.
- The applicant will be contacted if additional information is required.

STEP 3

DECISION

- **APPROVED**
 - The applicant will receive an auto generated email, confirming permit has been approved. To access the permit, login to download the permit.
- **NOT APPROVED**
 - The applicant will receive an auto generated email or phone call with recommendations/comments.
 - If the applicant addresses recommendations/comments, so back to review stage.

STEP 4

CARRY OUT WORK

- Applicant is approved to carry out work as per the endorsed permit.
- When works is complete, an engineering technician may conduct a site inspection during or when work is done for compliance.

STEP 5

PERMIT EXTENSION (OPTIONAL)

- Permit extension can be requested by email to Engineering.Requests@rmwb.ca
- Sign in, upload supporting documents and contact us by email to schedule proposed extension date