



## Municipal Right-of-Way Work and Excavation Permit Application Requirement List

Please check off the following information which is required to facilitate a thorough evaluation and timely decision on your application. All information and material for this application must be complete, clear, legible and precise. The processing of your application will be put on hold status until the complete information is submitted.

Only complete applications will be accepted.

Applicant Use	Office Use	Required Documents and Information
<input type="radio"/>	<input type="radio"/>	1. <b>Application Form and Checklist</b>
<input type="radio"/>	<input type="radio"/>	2. <b>Application Fee</b>
<input type="radio"/>	<input type="radio"/>	3. <b>Application Deposit</b>
<input type="radio"/>	<input type="radio"/>	4. <b>Applicant Authorization</b> (if the Applicant is acting on behalf of a Private Entity, Utility, or Company)
<input type="radio"/>	<input type="radio"/>	5. <b>Alberta One Call Corporation Locate Request(s) Completed</b>
<input type="radio"/>	<input type="radio"/>	6. <b>Confirmation with all other Utility Companies</b> to confirm that the applicant's proposed work will not interfere with or damage any utility lines or other structures.
<input type="radio"/>	<input type="radio"/>	7. <b>Certificate of Insurance</b> as indicated in the Municipal Right-of-Way Work & Excavation Policy. Proof of insurance must be maintained for a period of not less than one year from the completion date.
<input type="radio"/>	<input type="radio"/>	8. <b>Engineering Drawing(s)</b> to scale and dimension for service installation, alteration, or removal. Engineering drawings must show all existing infrastructure and the proposed additions or repairs to the Town's Standard.
<input type="radio"/>	<input type="radio"/>	9. <b>Digital 11x17 copy of the Engineering Drawing(s)</b> to scale and dimension
<input type="radio"/>	<input type="radio"/>	10. <b>Traffic Accommodation Plan</b> (if applicable) showing proposed signage, barricade locations, and detour information.
<input type="radio"/>	<input type="radio"/>	11. <b>Communication Plan</b> detailing the applicant's responsibilities, such as door knocking and informing neighbours or other stakeholders.
<input type="radio"/>	<input type="radio"/>	12. <b>Timeline Estimate</b> detailing the schedule of work and when the project will be complete. The timeline estimate must also include details on when the municipal right-of-way will be rehabilitated.

**Applicant's Signature:** \_\_\_\_\_  
 (Confirming that all required information has been provided, is correct and complete)

**Date:** \_\_\_\_\_