



Town of Blackfalds
UTILITY WORK PERMIT APPLICATION

Box 220, 5018 Waghorn Street
Blackfalds, AB T0M 0J0
Ph: 403.885.9679
Fax: 403.600.0045
planning_development@blackfalds.com

Utility Permit #: _____

Application Date: _____

Instructions:

A Utility Work Permit is required for all utility developments that are not part of an approved Development Agreement or Development Permit, or when a utility development will impact Town of Blackfalds properties and/or infrastructure including but not limited to:

- Connection of new developments to existing Town infrastructure
• Roadway ROW
• Utilities (water, sewer, storm)
• Landscaping
• Sidewalks
• Buildings

*A Utility Permit is not required for connection of private utility services (i.e. residential, commercial, industrial, as applicable) on private property to pre-installed utility connections originally installed as part of a Development Agreement or Development Permit

To Be Completed By Applicant:

Do you have a Business License with the Town of Blackfalds? [] Yes [] No

Applicant Type: [] Developer [] Utility Company [] Applicant

Landowner Name(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

[] (Same as Landowner)

Applicant/Utility Company Contact(s): _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Alt Phone: _____

Email Address: _____

PROJECT INFORMATION (check off all that apply)

Facilities: [] Underground [] Surface [] Both

[] Telecommunications [] Electrical [] Gas [] Sanitary [] Storm [] Water

[] Other: _____

Approximate Value of Work to be Done: \$ _____

Address of Property: _____

Linear Developments: UTM Start Coordinates: _____ UTM Finish Coordinates: _____

Lot: _____ Block: _____ Plan: _____ Land Use District: _____

Area of Impact: _____ acres / ha

Utility Right-of-Way # (if known): _____

Proposed Commencement Date: _____ Proposed Completion Date: _____

PURPOSE

What is the purpose of the project? _____

Development impacts to Town infrastructure (roadways, sidewalks, utilities, etc.) and planned mitigation measures:

Indicate this development setback from existing environmentally sensitive areas (i.e. riparian, wetland, waterbodies):

_____ [] meters

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TERMS AND CONDITIONS

- (a) General statement about conditions:
 - 1. The Development Authority may include any condition necessary to satisfy a Land Use Bylaw provision, a Town Plan, Area Structure Plan, Conceptual Scheme, Master Site Development Plan policy and/or Town Servicing Standard.
 - 2. The Development Authority may impose any condition to meet a requirement of the Municipal Government Act (MGA) or Subdivision and Development Regulation.
 - 3. As a condition of development approval, the Development Authority may include the requirement to create or update technical reports, drawings and the like, submitted with the application. The application is not considered complete until all sufficient documents are received and approved by the Development Authority.
 - 4. The Development Authority may impose relevant requirements for the payment of levies associated with Bylaws for recreation, transportation, wastewater, water supply and stormwater:
 - i. Such other Bylaws as may be in force or come into force and be applicable to development or activities on or services provided to the subject land from time to time.
 - 5. The Development Authority may determine any oversizing requirements for services and infrastructure required to be constructed as part of the proposed development. The Town will determine Letter of Credit arrangements through preparation and execution of documents prior to endorsement of a plan of survey for registration, if applicable.
 - 6. *Technical Reports* are defined as any report or any information regarding a matter identified in the Municipal Government Act (MGA), Subdivisions and Development Regulations, Statutory Plan, Town Policy, Servicing Standards or Bylaw.
- (a) General statement about technical reports:
 - i. Additional technical reports may be required after the time of application, based upon the ongoing assessment of the application.
- 7. All costs of development are borne by the landowner / applicant including, but not limited to, all on and off site construction works, infrastructure development, securities, levies, contributions, additional fees associated with the preparation and review of reports and technical assessments, endorsement fees imposed by the Town, registration fees and such other costs as may be associated with the development of the land. Further, that it is the landowner / applicant responsibility to identify and consider all costs of development.
- 8. The applicant/landowner acknowledge that not providing the information required in this form or failing to provide accurate information may prejudice the assessment of the application.
- 9. The applicant/landowner acknowledge that the Town including individual staff members have not provided an advisory role with respect to the preparation and making of this application and that the decision to make the application is entirely that of the applicant and landowner.
- 10. It should be noted that while every effort is made to ensure the applicants are provided with clear information regarding the requirement for application, that over the course of the application assessment process, particularly following a full technical review and also following submissions from agencies, additional technical information may be required. In addition to the requirement for further technical information, further justification regarding the merits of a development proposal may also be required.
- 11. Issuance of a permit and the examination of any plans and specifications shall not be construed to be authority to violate any of the provisions of any pursuant regulations.
- 12. A Letter of Credit (LOC) may be required for the amount equal to the cost of the project and at the discretion of the Development Authority.

STANDARD UTILITY CONDITIONS

- 1. Proceed as per the attached plans and approved Traffic Accommodation Strategy (TAS);
- 2. The scope of the work shall proceed as per the approved plans. The applicant shall provide any revised Stamped construction drawings clearly indicating all changes at least one (1) week in advance of construction;
- 3. Any changes to approved construction schedules shall be provided to the Town of Blackfalds for review and approval at least one (1) week in advance;
- 4. All infrastructure installed under this permit must remain within the shallow Utility Right of Way (URW);
- 5. The applicant shall ensure the proposed surface infrastructure be placed in a location that does not conflict with future landscaping plans, pedestrian or vehicular access;
- 6. Surface infrastructure must have clearly visible safety barriers installed to prevent damage;
- 7. The applicant shall ensure that all necessary third-party crossing, encroachment, access, and/or proximity agreements are in place prior to ground disturbance;
- 8. The applicant shall ensure that the proposed infrastructure (including surface and subsurface) maintain a minimum 3.0 m minimum separation from all Town of Blackfalds underground services;
- 9. It is the responsibility of the applicant to minimize any damage to surface pavement, curbs, gutters, boulevards and landscaped areas and repair or replace the same;
- 10. The applicant shall ensure that any damages, sidewalk settlement or major cracking to existing infrastructure be remedied and at the cost of the applicant;
- 11. The applicant is required to clear all dirt and debris along roadways resulting from construction;

PLEASE SEE NEXT PAGE



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- 12. The applicant must ensure that all soil stockpiles are adequately contained, and stabilized as to prevent both onsite, and offsite impacts. All fill material must be in accordance with the Town of Blackfalds Design Guidelines;
13. Where necessary, the applicant will install erosion and sediment control as per the Town of Blackfalds design guidelines to protect stormwater and wastewater infrastructure.
14. The applicant must ensure that any damages or seasonal or surface deficiencies are identified, and remedied, to the satisfaction of the Town of Blackfalds, within six (6) months from approval date. The Town of Blackfalds reserves the right to extend these timelines based on deficiency issues.
15. Reclamation and seed mixtures will be applied in accordance with the Town of Blackfalds Design Guidelines;
16. Please email Publicworks@blackfalds.com [attention: Phil Hoyle, Public Works Foreman (403-396-9883; phil@blackfalds.com) or Rick Yelland-Kewin (403-350-6303; rickk@blackfalds.com)] at least 48 hours prior to commencement of any construction and at least 24 hours in advance to request a final inspection;
17. All work is to be to the satisfaction of the Town of Blackfalds;
18. The applicant shall ensure compliance with all federal, provincial and municipal regulations, statutes, and codes; and
19. The applicant shall indemnify and save harmless the Town of Blackfalds against any and all loss, damage, claims, actions, judgements, costs and expenses suffered or sustained by reason of or in connection with, the issuance of this permit.

I (am) (represent) the owner of the land and (will be) (represent) the owner of the building for which I am submitting this permit application. I agree to conform to all applicable laws in this jurisdiction. By submitting this application I hereby allow right of entry for inspection purposes.

This application forms part of the permit.

Permit Applicant Name(s): _____

Permit Applicant Signature(s): _____

Landowner Name(s): _____

Landowner Signature(s): _____

FOR OFFICE USE ONLY

Lot: _____ Block: _____ Plan: _____ Land Use District: _____ Tax Roll #: _____

ALL FEES MUST BE PAID AT TIME OF PERMIT APPLICATION SUBMISSION

Table with 3 columns: Fee Name, Amount, and ID. Rows include Utility Work Permit Fee (1-61-00-520), Utility Work Permit Security Deposit (4-61-01-474), and TOTAL.

Received Date: _____ RECEIPT NO.: _____

The personal information provided as part of this application is collected in accordance with the Alberta Municipal Government Act (MGA), the Freedom of Information and Protection of Privacy Act (FOIP), Town of Blackfalds Land Use Bylaw 1198.16 and the Alberta Safety Codes Act (SCA). It will be used by the Town for the purposes of issuing permits, safety codes compliance verification and monitoring and property assessment.



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UTILITY WORK PERMIT SUBMISSION CHECKLIST			
Required Information:		Submitted (to be completed by Applicant)	Office Use Only
1.	Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2.	Payment of Application Fee (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Owner's Authorization – Signature on Application form or Letter/Email	<input type="checkbox"/>	<input type="checkbox"/>
4.	Emergency Response Plan	<input type="checkbox"/>	<input type="checkbox"/>
5.	Traffic Accommodation Plan (including Access Management)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Stockpiling and Soil Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
7.	Reclamation and Monitoring Plan	<input type="checkbox"/>	<input type="checkbox"/>
9.	Engineering Drawing (Certified)	<input type="checkbox"/>	<input type="checkbox"/>
11.	Stormwater Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are there any existing Development Permit(s), Development Agreement(s), Grading Permit(s), or other existing or outstanding permits for this development?	If so, Permit No.(s):	
13.	Other:		
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Lot: _____ Block: _____ Plan: _____ Land Use District: _____ Tax Roll #: _____			
Received Date: _____ Receipt No.: _____			

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