

Applicant / Utility Information (Print)

Company Name: _____	Application Date: _____
Mailing Address: _____	Consultant Contact: _____
Phone: _____	Email Address: _____
City: _____	Utility Company: _____
Postal Code: _____	Utility Contact: _____
Job/Work Order# _____	Utility Email & Phone: _____
Location: _____	
Type of work being done: _____ Length: _____	
Reason for work (e.g. new build, replacement, new service, upgrade, etc.): _____	
Method of Installation: _____	
Proposed start date: _____	Proposed Completion Date: _____

Drawing Standards for Utility Alignment Submissions

Utility Alignment drawing submissions shall be clear, concise, and of legible design, produced in color at a size relevant to the overall project. Multiple pages may be required for legibility. Applications are circulated digitally and must be in a PDF format.

Drawing Requirements

Title Block:

- Utility provider name and contact number.
- Project / Job file number.
- Issue date and revision date and number.
- Consultant name and contact number.
- Location of proposed project.
- Contact information.
- Plan number.
- Drawing scale.
- Legend that contains all symbols and line weight/colours.

Plan Information:

- Legal base plan, with Street and Avenue names, lot and block numbers, north arrow.
- Existing edge of pavement or curbs.
- Total length of project in meters.
- Existing deep and shallow utilities (labelled and dimensioned).
- Construction notes and details (if appropriate) identifying the method of installation.
- Depth of proposed alignment.
- Proposed alignment (shown with a bolder line weight) dimensioned to property lines, adjacent infrastructure, curb/sidewalk/edge of asphalt and existing trees. Alignment stationing is also to be shown (e.g. 0+100, 0+120, etc.)
- Notes should provide explanation of proposed work. Detailed plans may be used to clarify complex areas.
- Limits of construction. Shall include complete area of affected right-of-way-/property.
- Extent of proposed excavation/ground disturbances identifying impacts to asphalt, concrete, landscaping, etc.
- All symbols relevant to your design should be accompanied by a written description (e.g. type and size of pedestal/cabinets; vaults & manholes, etc.) or detail plan views.
- A key plan must be included for projects in difficult to locate areas or those covering a large area.

Authorization - I, the Applicant, confirm that the application is accurate and complete to the best of my abilities.

Applicant Signature: _____

Printed Name: _____

(Please note digital base plans may be obtained from EngGraphics@reddeer.ca)