(AT) Region File No: **Hwy. XX : XX**

DD MONTH, YEAR

Attention: [Utility Contact Name]

Utility Company ltd.

Address

City, Alberta

X2X 2X2

Tel:

Fax:

|  |  |
| --- | --- |
| Re: | [Insert Project # and Title] |
|  | [Insert Hwy/Control Section/Offsets or BF00000] |
|  | [Insert Legal Land Description (start and end)] |

Dear [Utility Contact Name],

Please be advised that [Insert Consultant Name] is working on behalf of Alberta Transportation on a functional planning study for the above project. It is intended that the study will achieve the following goals:

* Development of scope and design alternatives (Preliminary Plans) that address the projects needs; and
* Development of an approximate utility cost estimate to Alberta Transportation if requested.

The eventual design may impact your utility infrastructure in the project area and Alberta Transportation would like your input. As a result, we request the following information:

* Record information or mark-ups showing the presence of existing utility infrastructure, above and below the ground, that are within the project limits; and
* Any further details available on your planned utility infrastructure that may have potential impact.

Although this study is for functional planning, the information received will be used to determine potential alignments to minimize any future adjustment requirements and costs, and to identify general utility conflicts as a result of the project scope of work.

After receipt of utility information, [Consultant Name] will contact you to discuss potential impacts, high level cost estimate (if necessary), and conceptual utility adjustment schedules if applicable.

Attached are Preliminary Plans for your information. Please forward the information requested above by [Select Date].

If you have any questions, do not hesitate to contact the undersigned.

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachment: Preliminary Plans

cc: AT Infrastructure Engineer/Highway Planning Engineer