(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 [Consultant Name] is undertaking the preliminary design on behalf of Alberta Transportation for the [Project name and description]. A Functional Planning Study was completed on this project in [Select Date]. A copy of the Functional Planning Report (Plans relevant to utility) is attached for information (if applicable).

It is intended that the preliminary design will be completed by [Select Date] and will achieve the following goals:

* Development of scope that addresses the project’s needs;
* Development of an achievable preliminary design and project schedule; and
* Development of a more detailed utility costs.

Your infrastructure may be impacted by the proposed design. As a result, we are requesting the following information:

* A project liaison contact for the entire duration of the project;
* Updated record information of existing infrastructure utilities, above and below the ground, that are within the project limits; and
* Any further updates on your planned utility infrastructure that may have potential impact.

Alberta Transportation’s tentative schedule is as follows:

* Detailed Design Completion: [Select Date]
* Utility Adjustment Completion Date: [Select Date]
* Issued for Tender: [Select Date]
* Construction is anticipated to commence in the spring of [Select Year]

We will set up a meeting to follow up in the near future.

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

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachment: Functional Planning Report and Utility Base Plan (if available)

cc: Name, Alberta Transportation Project Manager