(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],

Based on the current information, we have no objections to your proposed utility adjustment plan. Please review the attached preliminary Utility Adjustment Matrix and Utility Coordination Plan. If there are any conflicts with other Utility Owners such as schedule, please coordinate to resolve them and notify the undersigned if any changes so that the Utility Adjustment Matrix and Utility Coordination Plan can be updated.

Also attached are the land plans identifying the lands acquired by the Province for their project (if applicable). If your work will be outside of the areas acquired by the province, your company/agency must make the necessary arrangements with the current landowner.

If you have not already done so, please proceed with finalizing all other authority permits (i.e. environmental agencies, railways, third-party attachment agreements, etc.) as required, to ensure the construction start date is met.

Alberta Transportation will ensure that the necessary permits from the district offices are issued when required. The AT PM will forward a copy of this letter (**Letter 8**) to the AT regional Development and Permit Technologist.

Alberta Transportation anticipates issuing the tender on [Select Date], and construction is anticipated to commence in the spring of [Select Year]. If there are any delays in performing the utility adjustment that could impact these dates, please notify the Consultant as early as possible.

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

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachments: Composite Utility Plan, Utility Design, Utility Coordination Plan & Utility Adjustment Matrix

CC: Name, Alberta Transportation Project Manager