(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 find the following for your records:

* Final Utility Adjustment Matrix
* Final Utility Coordination Plan
* Final Detailed Design (AT Project)

Please review, sign the following agreements and forward a copy to the undersigned. The agreements will then be signed by the Department and a duly executed copy will be forwarded for your record.

* Utility Agreements

Also, forward a Traffic Accommodation Strategy (TAS) in accordance with Alberta Transportation’s Traffic Accommodation in Work Zones Manual for review and acceptance by the Department. Upon review and acceptance, the regional Development and Planning Technologist will issue necessary permits.

When utility adjustment work is completed, please notify Consultant in writing. Your written notice must include Record Drawings. If there are any outstanding utility adjustments that will not be completed, Alberta Transportation must be notified in writing including a new or updated utility adjustment schedule.

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

Sincerely,

[Sender Name and Title]

Consultant

[Contact Information]

Attachments: Utility Coordination Plan, Utility Adjustment Matrix, Detailed Design (AT Project) and Utility Agreements.

CC: Name, Alberta Transportation Project Manager