

This package provides Land Developers with the information needed to apply for natural gas service to a subdivision development.

If you have questions, please contact Business Development at:

Email: businessdevelopment@apexutilities.ca

Hours: 8:00 AM to 4:30 PM, Weekdays

Business Development

Apex Utilities Inc.

5509 45 Street

Leduc, AB T9E 6T6

www.apexutilities.ca

In order for us to provide you with natural gas service, we will require information about you. The privacy of your information is important to us. Should you have any questions or concerns related to the privacy of your personal information, please see our Customer Privacy Assurance Statement which is available on our website at <http://www.apexutilities.ca>.

APPLICATION SUBMISSION	
<p>Apex Utilities Inc. (AUI) requires a completed application and subdivision plan prior to preparing a system design and cost estimate for natural gas main lines to a subdivision development. Electronic copies of the subdivision plan are required. Please upload a completed application and supporting documents.</p> <p>If you have any questions, please contact Business Development at 780-980-7305.</p>	
APPLICATION TO INSTALL TIMELINE	
<p>The timelines provided are estimates; each subdivision development is unique. Each step must be completed prior to moving on to the next.</p>	
	Estimated Timeline
1. Develop applies for natural gas and includes a subdivision plan.	-
2. AUI prepares a design and cost. AUI prepares a Develop Agreement and provides it to the Developer.	6-8 weeks
3. Developer reviews and accepts the agreement. Developer remits a signed agreement to AUI with full payment. Developer sends all required documents (see checklist).	Subject to Developers schedule
4. AUI prepares a construction drawing.	2 weeks
5. AUI completes land work and applies for 3 rd party crossings (if applicable). AUI applies for permits and approvals with local municipality.	4-12 weeks
6. AUI representative will contact the Developer for a pre-construction meeting. AUI representative will perform pre-construction walk-thru on site with the Developer.	2-4 weeks
7. Once the subdivision is deemed ready for construction by the AUI Representative, the project is issued to the Contractor for installation.	Subject to the construction schedule
GENERAL INFORMATION AND INSTRUCTIONS	
<ol style="list-style-type: none"> 1. The Developer Agreement outlines the Developer’s responsibilities and construction terms and conditions, it will be sent to you within 6 – 8 weeks of application. 2. Until all the required documents (refer to checklist) are received by AUI, the project will remain on hold. 3. Generally, natural gas is the last shallow utility to be installed in the subdivision; therefore, AUI requires electronic copies of all other underground utilities prior to preparing a construction drawing. 4. Notify AUI immediately if the subdivision plan changes. Send updated electronic copies of the subdivision plan by uploading through the AUI website or email to businessdevelopment@apexutilities.ca. The subdivision will become a new project and is subject to a new design and cost. A revised Developer Agreement will be provided. 5. Winter construction charges may apply when construction occurs between November and April. The Developer will be notified if the project is approaching this time period and the applicable options will be provided to the Developer. 6. The Developer may cancel the project any time and receive a refund (less any costs incurred by AUI up to the date of cancellation). 7. Upon completion of the gas line installation, individual lot owners must apply for natural gas to their residence or business separately. An application to install a natural gas service line can be found on www.apexutilities.ca. 	

Date:		Estimated Subdivision Ready Date:	
Applicant Information			
Name:		Business Name:	
Mailing Address:			
City/Town:		Province:	Postal Code:
Phone:	Bus/Work:	Fax:	
Cell:		Email:	
Engineering Firm Information			
Firm Name:		Contact Name:	
Phone Number:		Email:	
Provide the developer agreement to: <input type="checkbox"/> the Applicant <input type="checkbox"/> the Engineering Firm			

Project Specifications					
Proposed Subdivision Name:				Number of Lots:	
Future development plan or additional phases? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, how many lots?	
Subdivision Location					
Municipality:			Lot:	Block:	Plan:
Legal Land Description	Quarter	Section	Township	Range	Meridian
Development Type <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed			Service Type <input type="checkbox"/> Single family <input type="checkbox"/> Multi-family <input type="checkbox"/> Duplex <input type="checkbox"/> Mixed		
Subdivision Approval					
The subdivision plan is approved? <input type="checkbox"/> Yes <input type="checkbox"/> No				If no, the expected approval date is:	
The subdivision plan is? <input type="checkbox"/> Preliminary or <input type="checkbox"/> Final					
An electronic copy of the subdivision plan must be provided.					
Other Utility Information					
Estimated completion date of deep services:					
Is Power: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground					
If underground, estimated date to be energized:					
Estimated completion date of the Utility Right of Way to grade:					

- DEVELOPER CHECKLIST -**Requirement to Provide Design, Cost, and Developer Agreement for Natural Gas Service to a Subdivision Development**

Did you provide:

- A completed Application for Subdivision Development?
- An electronic copy of the subdivision plan?

Requirements Prior to Construction

Did you provide:

- A signed Developer Agreement and payment in full?
- An electronic copy of the final (to be registered) subdivision plan in DWG or DXF format?
- An electronic copy of the Utility Right-of-Way (URW) plan in DWG or DXF format?
- Completed Alberta Land Titles Utility Right-of-Way legal documents (if required)?
- An electronic copy of the most recent electrical/telephone/cable plans in PDF format?
- An electronic copy of the most recent water/storm/sanitary plans or as-builts in PDF?

Is the subdivision ready?

- The utility right-of-way must be established to within +/- 15 cm of final grade.
- The utility right-of-way must be clear of all surface and subsurface impediments except those identified on the utility plans provided to AUI. Refer to Section II – A. of the Developer Agreement for further details.
- Meet with AUI representative to complete a pre-construction walk-through.
- Locate and mark all other underground infrastructure, ie: power and communication lines, water, storm, and sanitary lines.
- Advised by AUI Representative on the requirement to locate property pins and stake the gas line right-of-way.