

**INFORMATION SHEET FOR**  
**APPLICATION FOR ACCESS TO HIGHWAY**

**PLEASE NOTE:** A permit is required for the construction, maintenance or alteration of a access from or to a controlled highway. This includes upgrades or changes in use of existing accesses. No work may proceed until a Permit has been issued by the Transportation Maintenance Branch, Department of Highways and Public Works.

**PLEASE READ THE FOLLOWING INSTRUCTIONS AND DESCRIPTION OF THE PROCESS BEFORE COMPLETING THE FORM:**

1. Complete the attached application providing all details on the proposed work. Direct highway access is a potential safety hazard to highway users and as a result, property with access via a local road will not normally qualify for direct highway access. No access will be permitted unless it meets recognized safety standards for location, design, and construction.
2. Provide a map (scale 1:50,000), air photo or detailed sketch indicating the location. Include a kilometer location (referenced from the kilometer posts if there are any).
3. Provide a copy of proof of Ownership or Land Tenure (Land Title, Lease Agreement, Land Use Permit, etc.) complete with photocopy of plan showing the property limits.
4. Read the standard conditions that will apply if your application is approved.
5. Each application form must be signed by the Applicant and Registered Owner or his authorized agent if the Applicant is not the Land Owner. These signatures will acknowledge acceptance of the conditions that will apply to the access.
6. Contact the local Road Maintenance Foreman, during normal working hours and arrange for a joint site visit.
7. At the site visit, provide the local Road Foreman with the following: a completed and signed access application, 1:50,000 map, air photo or detailed sketch showing the access location, proof of land tenure and a cheque for \$100.00 payable to Government of Yukon. ***All the above items are mandatory and the application process can not start without them.***
8. The Road Foreman will assess the suitability of the access road location at the site visit and will submit his evaluation report to the Area Superintendent, along with the mandatory submissions from the Applicant.
9. Please note that the application process can take up to 4 weeks to complete. In cases of questionable visibility, a survey crew will have to travel to the site to check actual sight distance to ensure established safety criteria can be met. The permit is then approved or declined by the Directors of Transportation Engineering and Transportation Maintenance. Once the permit has been approved, copies of the permit and application will be sent to the applicant. If the access is denied, the Applicant will be notified.
10. The applicant is responsible to ensure the access is constructed to the standard identified. The applicant is also responsible for all costs related to construction of the access.
11. Failure to construct an access to the standard identified, or in the location approved, will result in removal of the access at the applicant's expense.

**GOVERNMENT OF YUKON  
DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS**

**APPLICATION FOR ACCESS TO HIGHWAY**

**Applicant Information**

**Name of Applicant** \_\_\_\_\_

**Complete Mailing Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone & Fax Number** \_\_\_\_\_

**Land Status Information**

Description of property for which access to a highway is requested. (Note: If the applicant is not the land owner, the applicant must provide proof in writing that they have authorization from the land owner to apply for the permit.)

Lot No. \_\_\_\_\_ Plan No. \_\_\_\_\_

Privately Owned (Titled)

Leased From: \_\_\_\_\_

Type of Lease: \_\_\_\_\_

Agreement for Sale With: \_\_\_\_\_

Under Land Use Permit No. \_\_\_\_\_

Land Use Application Date \_\_\_\_\_

Land Use Expiry Date \_\_\_\_\_

Land Set Aside \_\_\_\_\_

Other \_\_\_\_\_

The property is registered in the name of \_\_\_\_\_

Complete Mailing address of Land Owner, if different from that of the applicant:

Name of Land Owner \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone & Fax Number \_\_\_\_\_

Please indicate the type of access you are applying for and whether you are constructing a new access or upgrading an existing one. Check the appropriate box.

Type of Access	Construction of new access	Upgrade of existing access
Private Residential Access	<input type="checkbox"/>	<input type="checkbox"/>
Resource Access	<input type="checkbox"/>	<input type="checkbox"/>
Public Multi User Access	<input type="checkbox"/>	<input type="checkbox"/>
Single Commercial Access	<input type="checkbox"/>	<input type="checkbox"/>
Double Commercial Access	<input type="checkbox"/>	<input type="checkbox"/>

Highway/Road name<sup>(1)</sup>: \_\_\_\_\_

km location \_\_\_\_\_ Right<sup>(2)</sup>  or Left

Notes:

- 1) If access is not to a main or secondary highway, provide normally used road name.
- 2) Right or left side when looking in direction of increasing kilometerage.

The access is required for the following purpose: (Nature of undertaking.)

\_\_\_\_\_  
\_\_\_\_\_

This access will be: Permanent  Temporary

If this application is for a temporary access, at what date will the access no longer be required?

Date: \_\_\_\_\_

**The following general conditions will be in effect if your permit application is approved. Additional special conditions may also be attached on approval.**

1. The access shall be located and built in accordance with the attached Departmental standards with strong consideration given to the appearance of the highway corridor. Every attempt must be made to limit disturbance to the natural environment.
2. An access permit does not imply that direct access to the highway shall be available at all times. Realignment or upgrading of the highway, or the provision of alternate access by way of a frontage or service road in the future may necessitate cutting off direct access to the highway, and the Permittee shall have no claim against the Government of Yukon arising out of such change.
3. Permission to have an access to the highway does not in any way give the Permittee any right, interest, estate, or easement over the land on which the access is to be built. The permission is a privilege and not a right and the Government of Yukon reserves the right to withhold or remove the permission at any time without any compensation to the Permittee.
4. It may be necessary to relocate the access to enable improvements to be made to the highway.
5. Maintenance of the access is the responsibility of the Permittee. The access begins at the shoulder of the highway or road being accessed.
6. The cost of relocation or adjustment of any utilities or other infrastructure within the right-of-way shall be borne by the Permittee.
7. Any crossing beneath an overhead utility line shall have, at a minimum, the clearance required in the Canadian Electrical code and shall be approved by the appropriate utility authority.
8. An access permit does not excuse violation of any regulation, bylaw, or act which may affect this project.
9. An access permit approves only the development contained herein. A further application is required for any changes or additions.
10. The Permittee may have Government of Yukon Maintenance forces construct the access under third party charges or the Permittee may elect to construct the access using his own forces. If the Permittee decides to construct the access using his own forces, he must construct the access as per the standard conditions and standard design.
11. The design standard for the requested type of access is attached to this permit.
12. All costs involved with construction of any access will be borne by the Permittee, including the supply and installation of culverts. The Developer shall ensure that:
  - a) the safety, economy, and convenience of the traveling public is recognized at all times and all traffic control is undertaken by the Permittee to the satisfaction of the Director, Transportation Maintenance Branch;

- b) where the said works are in the proximity of any bridge, culvert, ditch, or other existing work, such work shall be properly maintained and supported in such a manner as to not interfere with its proper function. Upon the completion of the said works, any bridge, culvert, ditch or other existing work interfered with shall be completely restored to its original condition;
  - c) the Permittee shall, at all times, accept full responsibility for any accident that may occur, or damage that may be done to any person or property whatsoever, caused directly or indirectly by the said works and shall save harmless and indemnify the Department from all claims and demands whatsoever in respect of the works;
  - d) prior to proceeding with any excavation, the Permittee will be responsible for notifying any utility company whose installation may be close to or affected by the work;
  - e) during construction, any mud, soil, debris, or other foreign material tracked onto the highway from the access (or accesses) shall be removed by the Permittee at his expense, at least daily, or at any time the material unduly inconveniences traffic;
  - f) the access is built in accordance with the attached standard. Any change without prior consent in writing from the Director, Transportation Maintenance Branch, shall render the permit void and will result in immediate removal or alteration at the Permittee's expense;
  - g) the access (or accesses) shall be graveled to an extent satisfactory to the Director, Transportation Maintenance Branch;
  - h) the work conforms to all Territorial and Federal regulations;
  - i) all permits that may be required, such as land use permits or burning permits, are in place prior to the work commencing.
13. An access constructed by the Permittee must pass a final inspection by the Road Foreman to ensure the standard conditions and design standards have been met. The Permittee must inform the Road Foreman when the access is completed.
- (a) If the constructed access is not built to the design standards, the Permittee will be informed in writing of the work necessary to correct the access deficiencies. The Permittee will have 60 calendar days to correct the deficiencies or Government of Yukon will proceed as in section 13(b). If the access is temporary, the Permittee will have 15 calendar days to correct the deficiencies.
  - (b) If the Permittee does not comply with section 13(a), Government of Yukon Maintenance forces have the option to remove any material deposited on the right-of-way or correct the access deficiencies. The Permittee will be charged all associated costs with the removal of material or fixing the deficiencies.
14. If the permit is for a temporary access, the access shall be removed and the area restored to its original condition, at the Permittee's expense, by the date shown on the permit.

- 15. The permit will become null and void if the access has not been constructed within 12 months of the permit issue, or if the constructed access has not passed inspection by Transportation Maintenance and the necessary corrections have not been completed.
- 16. The Permittee shall be aware that buried utility lines may exist in the right of way. It is the Permittee's responsibility to have these lines located and marked by the utility company. The Yukon Government will not be held responsible for any damage done to any utility caused by work done under this permit.

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I understand that this is an application only and approval to perform the work has not been given at this time. I have read and understood the above conditions and will perform the work according to the conditions if my application is approved.

Receipt of the signed permit from the Transportation Maintenance Branch will constitute permission to perform the work, subject to the conditions attached to the permit.

**Applicant's Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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If help is required to complete this form, please contact:  
**Transportation Maintenance Branch (W-12)**  
9029 Quartz Road, Building 275, Whitehorse, Yukon Y1A 4P9  
Phone: (867) 667-5159