

**INFORMATION SHEET**  
**FOR**  
**PERFORMANCE OF WORK WITHIN A HIGHWAY RIGHT-OF-WAY**

**PLEASE NOTE:** Work may not 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, indicating what work is requested and the location of the work.
2. Provide a map (scale 1:50,000), air photo, or detailed sketch indicating the location of the work. Note the highway kilometer location.
3. Contact the local Road Maintenance Foreman, during normal working hours and arrange for a joint site visit.
4. At the site visit provide the local Road Foreman with the following:
  - a) completed and signed Work Within a Highway Right-of-Way application;
  - b) 1:50,000 map, air photo or detailed sketch showing the location of the work;
  - c) and a cheque for \$100.00 payable to Government of Yukon.
5. Please note that the application process could take more than 4 weeks to be approved, depending on the extent of the work. The application requires the approval of the Area Superintendent, the Director of Transportation Engineering and the Director of Transportation Maintenance.
6. If the request for work is approved, a list of conditions will be assembled specific to the work and sent to the applicant. The applicant must read and sign the conditions and return them to the Transportation Maintenance Branch. At this point, a permit will be issued. A copy of the original application, the permit and the signed conditions will be forwarded to the applicant. The permit will contain an expiry date.
7. The applicant is responsible to ensure the conditions of the permit are adhered to during the work.

**APPLICATION FOR  
PERFORMANCE OF WORK WITHIN THE RIGHT-OF-WAY**

**Name of Applicant /  
Company:** \_\_\_\_\_

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

**Phone No./Fax No.:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Description of Work:**

**Location of Work:**

(If applicable, note side of road – right or left side is determined when looking in direction of increasing kilometerage.)

**Highway:**

**Kilometer:**

**Side of Road:**

I understand that this is an application only and approval to perform the work has not been given at this time. 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:** \_\_\_\_\_