

PROVINCIAL PUBLIC HIGHWAY PERMIT APPLICATION

The personal information on this form is collected under the authority of the Transportation Act. The information collected will be used to process your application. If you have any questions about the collection, use and disclosure of this information, contact the local Ministry of Transportation District Development Technician.

I (We) hereby propose the following use or occupation requiring authorization under the Transportation Act, in accordance with the attached plans and specifications submitted. It is understood that this application is not complete until a covering permit has been issued.

(Please check the category below which best describes your proposal)

WORKS ON THE RIGHT OF WAY

- Bus Stops, Shelters and Benches
- Cattle Guards and Gates
- Digital Communications
- Exploratory Survey

- Fencing
- Luminaries and Signals
- Mailboxes and Newsletter Boxes
- Pipelines
- Polelines
- Sidewalks and Landscaping

- Signs
- Underground Cable, Telephone and Power

ACCESS

- Ordinary Access
- Controlled Access
- Industrial Transportation Certificate

SPECIAL EVENTS

- Filming
- Special Events
- Cattle Drive

STRUCTURES

- Encroachment
- Setback

- Miscellaneous (describe) _____

LOCATION (include civic address)

The proposal consists of and is described as follows:

DESCRIPTION

THE FULL LEGAL DESCRIPTION OF THE PROPERTY TO BE SERVED

ROAD NAME(S)

DRAWING OR SKETCH _____ attached _____

Have the necessary applications for approval been filed with the proper authorities?

Other Authorities _____ Submitted/Approved _____

I(We) wish to have the permit issued in the name of

NAME/ORGANIZATION

MAILING ADDRESS

Telephone _____ Cellular/Pager _____

E-mail Address _____ Fax _____

CONTACTS *(if not as above)*

Signature (Applicant)

Print Name

Date (yyyy/mm/dd)

NOTES FOR WORKS PERMITS

The plans submitted may be blueprints, and shall consist of key-map, general plan, profile, and where necessary, detail plan on the following scales: **Key-map**, according to size of undertaking; **general plan**, 1:5000; **profile**, horizontal 1:5000, vertical 1:250; **details**, on suitable scales. For minor undertakings, such as small water-pipes or culverts, etc., under a road, sketches will be accepted and sections and details as to dimensions, depth of cover, etc.

The plans shall supply at least the following information:

- (a) The boundaries of highway right-of-way affected;
- (b) The position of all existing public works within such boundaries and relative thereto and the name of the authority in control of same;
- (c) The position of all private works (with the names of owners) within such boundaries and relative thereto. (N.B. - Where the proposed works are upon or above the ground only such private works as are upon or above the ground, or as may be interfered with under the ground, need be shown);
- (d) The proposed position within such boundaries and relative thereto which would be occupied by the works;
- (e) The details of all tanks, manholes, lamp-poles, surface boxes, bridges, culverts, retaining-walls, or other structures to be constructed and used for the support of traffic, and details showing the method to be employed in supporting any proposed work, where any public works are affected;
- (f) Full information showing exactly in what manner and to what extent it is proposed to use any land or works under the control of the Minister of Transportation.

Specifications for the carrying-out of the work within the boundaries of all highway right-of-way shall also be submitted.

When application is made in respect of the following works, the requisite particulars, plans, and specifications must be submitted to the proper authorities before the approval of the application by the Minister of Transportation.

| WORKS | AUTHORITY TO WHOM PARTICULARS, ETC., MUST BE SUBMITTED | |
|---|--|--|
| 1. Electrical Undertakings (a) Telegraph and telephone lines (b) Energy generated otherwise than by water-power (c) Energy generated by water-power (d) Electrical railways | Inspector of Electrical Energy Inspector of Electrical Energy Inspector of Electrical Energy Comptroller of Water Rights Inspector of Electrical Energy Deputy Minister of Transportation | 453 West 12th Ave., Vancouver BC V5Y 1V4 Parliament Bldgs., Victoria BC 453 West 12th Ave., Vancouver BC V5Y 1V4 Parliament Bldgs., Victoria BC |
| 2. Steam - railways 3. Logging - railways | Deputy Minister of Transportation | Parliament Bldgs., Victoria BC |
| 4. Skid - roads | Deputy Minister of Transportation and also Chief Forester | Parliament Bldgs., Victoria BC |
| 5. Sewerage and sewerage - disposal (a) Large systems (b) Small systems | Environmental Protection Division Water, Land & Air Protection Regional Health Authority | Regional Office Regional Office |
| 6. Water - supply for domestic purposes 7. Waterworks undertakings other than for domestic supply | Local Water Management Office or Comptroller of Water Rights | Regional Office Parliament Bldgs., Victoria BC |
| 8. Works to be constructed within any municipality | Municipal Office | |

NOTES FOR STRUCTURES PERMITS

1. Plans shall be metric, scaleable, and shall show:
 - the exact offsets of the foundation and overhand of proposed or existing structure from the right-of-way boundary and the nearest internal property line.
 - any feature or structure which limits the placement of the subject structure from being constructed at the required setback distance.
 - any other structure on the subject property within the setback requirement area.
 - an inset or additional plan showing the profile of the structure and terrain to the travelled road edge.
 - the nearest edge of shoulder of the physical road.
 - the road name, legal description, any property pins evident and a north arrow.

Submit three copies of the plan if larger than 11" x 17".

2. In cases where setback is to legalize and/or add to an existing structure, the plans are to be prepared by a qualified licensed professional surveyor.
3. It is the responsibility of the applicant to assure that design and construction of the structure conforms to all applicable legislation, bylaws, and codes, and; that all other necessary permits are applied for.
4. A certificate of title and a letter of authorization from the registered owner(s) is to be provided where the applicant is not the owner.
5. In addition you may be required to have the property lines and extremities of the footings of the proposed structure clearly flagged on site prior to Ministry inspection.

NOTES FOR HIGHWAY ACCESS PERMITS

1. Property described must have highway frontage.
2. Insert number of accesses requested.
3. Insert specific land use proposed (for example, single-family dwelling, farm, motel and restaurant, service-station, furniture factory, etc.).
4. (3a) Indicate the permitted uses for the existing zoning on the property. This can be obtained from your local government.
5. Insert figures indicating number of dwelling units, square metres of floor area of buildings, sleeping units, employees, seats in restaurant, etc.
6. (a) Insert the word "indefinitely" if required for long-term use; or
7. (b) Insert the specific number of months or years if required for temporary period.
8. (a) Insert "myself" or "ourselves" if required by owner or lessee; or

9. (b) Insert name and address of person or company who will actually develop the property and construct, use and maintain the access works,
10. if required by other party (for example, property is under option and owner proposes to sell or lease same); or
11. (c) If access required for land beyond, give name of owner(s) and legal description of parcel involved.

NOTES FOR FILMING PERMITS

1. For location, please specify the highway name, and landmarks that indicate the outer boundaries of where you are filming.
2. Your description should include:
 - the dates and times of filming
 - the nature of what you are filming
 - whether you will be using special effects or stunts

Please give a more detailed schedule and description of any special events and/or stunts.

3. Specify the production company name and phone number, and its Certificate of Incorporation number, if applicable.
4. Authorities you will need to notify include:
 - the police
 - the municipality
 - the highway maintenance contractor

Include here the name and phone number of the traffic control company you will be using.

5. Please give the names and phone numbers for:
 - the location manager
 - the on-site contact person
 - the producer and/or director

In order to make contact on location, please give mobile phone or pager numbers.

NOTES FOR EVENTS AND CATTLE DRIVE PERMITS

1. For Location, please give the highway name, and specific locations on the highway between which you are holding your event.
2. Under Description, provide the following information:
 - Dates for event.
 - Time of event, from starting hour to finishing hour.

Provide a letter indicating the scope and nature of the event, including the type and number of participants (cyclists, pedestrians, runners, youth group, etc.)

Include a traffic management plan.

Specify any animals you propose to have involved and their experience in traffic, if relevant.

Give the number of escort vehicles and how you propose to use them.

Specify if it is a fundraising event.

Provide an appropriate Certificate of Insurance.

Specify your parking requirements, such as the number of vehicles requiring parking.

3. Specify the person(s) or organization legally responsible for the event.
4. Check with the municipality or regional district, if applicable that you have their authority for the event.