



PROVINCIAL PUBLIC HIGHWAY PERMIT APPLICATION

District File Number _____

Your File Number _____

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.

Submit this application to the Ministry of Transportation Office or a Front Counter BC Office in your area.

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, Exploratory Survey, Fencing, Fiber Optics, High Pressure Pipeline, Low and Intermediate Pressure Pipeline, Mail and Newsletter Boxes, Polelines, Roadworks, Sidewalks and Landscaping, Signs, Street Lights, Traffic Signals, Underground Cable, Telephone and Power, Wireless Communications, ACCESS: Controlled Access Highway, Commercial Access, Residential and Agricultural, Resource and Industrial Road, SPECIAL EVENTS: Special Events, Cattle Drive, Filming, Parade, STRUCTURES: Encroachment, Setback

Describe other use or occupation _____

LOCATION (include civic address)

The proposal consists of and is described as follows:

DESCRIPTION

Dates (proposed): _____ .

Times: From: _____ a.m./p.m. To: _____ a.m./p.m.

THE FULL LEGAL DESCRIPTION OF THE PROPERTY TO BE SERVED

HIGHWAY NAME(S)

N./S./E./W. side of the highway?

Between _____ and _____
(landmark) **(landmark)**

ATTACHED DRAWING OR SKETCH Drawing Number _____.

Have the necessary applications for approval been filled with the proper authorities? (i.e. RCMP, Municipality, road and bridge maintenance contractor or as documented in the notes below)

Other Authorities _____ Submitted/Approved _____

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

NAME/ORGANIZATION (include affiliated agency were applicable)

Is this company registered with the Registrar of Companies of British Columbia?
yes no Certificate of Incorporation No. _____.

MAILING ADDRESS

Telephone _____ Cellular/Pager _____
Fax _____ Email Address _____

CONTACTS (if not as above)

Project/Location Manager Name

Telephone _____ Cellular/Pager _____
Fax _____ Email Address _____

Director Name

Telephone _____

Site Contact Person

Telephone _____ Cellular/Pager _____
Fax _____ Email Address _____

Traffic Control Company Name

Telephone _____ Cellular/Pager _____

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, man holes, 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	Deputy Minister of Transportation	Parliament Bldgs., Victoria BC
3. Logging – railways		
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	Local Water Management Office or Comptroller of Water Rights	Regional Office Parliament Bldgs., Victoria BC
7. Waterworks undertakings other than for domestic supply		
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.
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.

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

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.).
- 3a. Indicate the permitted uses for the existing zoning on the property. This can be obtained from your local government.
4. Insert figures indicating number of dwelling units, square metres of floor area of buildings, sleeping units, employees, seats in restaurant, etc.
 - (a) Insert the word "indefinitely" if required for long-term use; or
 - (b) Insert the specific number of months or years if required for temporary period
5. (a) Insert "myself" or "ourselves" if required by owner or lessee; or
(b) Insert name and address of person or company who will actually develop the property and construct, use and maintain the access works, if required by other party (for example, property is under option and owner proposes to sell or lease same); or
(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 stuntsPlease give a more detailed schedule and description of any special effects 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 municipalityInclude 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
6. Provide appropriate Certificate of Insurance (H0111)

NOTES FOR EVENTS AND CATTLE DRIVE PERMITS

1. For location, please specify the highway name, and specific locations on the highway between which you are holding your event.
2. Under Description, provide the following information:
 - dates and times of event
 - time of event, from starting hour to finishing hour (including set up and tear down).
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.

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.

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