



Requests for access to a commercial, industrial, or multi-family development will require more detailed preparation. Please contact the [Ministry of Transportation and Infrastructure district office](#) to arrange a terms of reference development meeting.

Include the following information and documents with your highway use permit application for highway access:

The length of time you require the access:

Use "indefinitely" if required for long-term use

Give the specific number of months or years if you require the access for a temporary period

An authorization letter from the owner if someone else, such as an agent, is applying on the owner's behalf

A Certificate of Insurance, if required

An Irrevocable Letter of Credit (ILOC), if required

**Include these items, where applicable:**

A copy of the current State of Title Certificate so that property encumbrances can be checked

Copies of any covenants, easements, rights-of-way or other charges registered against the title

A copy of any detailed or simplified site impact analysis, where required

A more detailed traffic site plan for applications requesting access to commercial, industrial or multi-family developments

Traffic management plan

Traffic control plan

A work notification/lane closure request

A municipal development permit and plan

**Project Drawings**

Include the following information with the project plans:

Area map showing location of the parcel (1:5000)

Plan to scale of the site layout (1:100 to a minimum 1:500 horizontal for both plan and profile scales)

Profile: Grades along the access are to be shown (vertical scale 1:50)

Residential ±2% maximum for 5 metres from ditch and include a depression 150 mm below Hwy edge of pavement grade

Commercial ±2% maximum for 15 metres from ditch and include a depression 150 mm below Hwy edge of pavement grade

The plans should include the following information:

The date it was drawn

The scale

The north arrow

The legal description of the property and adjacent properties within 30 m of property boundaries

The dimensions and area of the development parcel

Names of existing access roads and other roads and trails on the property

Road width(s)

The posted speed limit

The distance from the new entrance to the nearest side road or edge of property

Existing entrances in the vicinity

Approximate location of all existing and proposed utility services

Include the grades and widths of access and drainage. Engineered drawings may be required for final approval

The type of proposed development, including the number of units and buildings and the building area of each  
Parking, traffic control devices and lighting locations