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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A copy of the current State of Title Certificate</td>
<td>so that property encumbrances can be checked</td>
</tr>
<tr>
<td>Copies of any covenants, easements, rights-of-way or other charges</td>
<td>registered against the title</td>
</tr>
<tr>
<td>A copy of any detailed or simplified site impact analysis, where</td>
<td>required</td>
</tr>
<tr>
<td>required</td>
<td>A more detailed traffic site plan for applications requesting access to</td>
</tr>
<tr>
<td>commercial, industrial or multi-family developments</td>
<td>Traffic management plan</td>
</tr>
<tr>
<td>Traffic control plan</td>
<td>A work notification/lane closure request</td>
</tr>
<tr>
<td>A municipal development permit and plan</td>
<td></td>
</tr>
</tbody>
</table>

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

www.gov.bc.ca/highway-use-permits