



Applicants must assure that design and construction of the structure conforms to applicable legislation, bylaws and codes, and permitting.

Include the following information and documents with your highway use permit application to allow for structural setback:

- The civic address of the property
- The size and type of structure
- The reason you require relief from encroachment and setback limitations
- Proposed distance of the structure from the property line
- Highway name fronting the property

Provide a certificate of title and a letter of authorization from the registered owner where the applicant is not the owner

Copies of any covenants, easements, rights of way or other charges registered against the title. These are available through the Land Title Survey Authority

Lines and extremities of the proposed structure's footings be clearly flagged on site prior to inspection

A Certificate of Insurance, if required

An Irrevocable Letter of Credit (ILOC), if required

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)

A land surveyor must prepare the plans where the proposed setback or encroachment is to legalize and/or add to an existing structure

Plans should include the following information:

- The date it was drawn
- The scale
- The north arrow
- The boundaries of highway right-of-way affected
- The legal description of the property and adjacent properties within 30 m of property boundaries
- The dimensions and area of the parcel including property pins
- Names of existing access roads and other roads and any trails on the property

The exact offsets of the foundation and overhang of proposed or existing structures 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 traveled road edge

The nearest edge of shoulder of the physical road

Approximate location of all existing and proposed utility services