2440 Sidney Ave
Sidney, BC
V8L 1Y7

Town of Sidney

250-656-4502
engineeringservices@sidney.ca
www.sidney.ca

APPLICATION FOR PERMIT TO WORK IN MUNICIPAL ROAD ALLOWANCE OR RIGHT OF WAY

I hereby make application under Town of Sidney Bylaw No. 1966 and 1711 for permission to work in the Municipal road allowance or right of way (ROW) at the following address:

_____

Site Address – as shown on attached site plan

Description of work to be carried out, include details of ROW occupation:

What area will be occupied: ☐ Full Road ☐ Partial Road ☐ Sidewalk ☐ Boulevard ☐ Other_____

Traffic/Pedestrian Management Plan required for work within road or sidewalk. TMP attached? YES ☐ NO ☐

Parking removal sketch required where parking is removed from public use. Plan attached? YES ☐ NO ☐
No. of spaces if required: _____

Start Date: _____ Completion Date: _____

Business Licence No: _____ Worker's Compensation No: _____

Insurance Company: _____

Policy No.: _____ Expiry Date: _____

Attach Certificate of Insurance and ensure the Town of Sidney and Officials are named as additional insured.
Minimum policy coverage is $2,000,000. *Insurance attached? YES* ☐ *NO* ☐

In consideration for acceptance of this permit, I hereby agree to indemnify and release the Town of Sidney against all claims, liabilities, judgments, cost and expenses whatsoever which may, in any way accrue against the said Corporation in consequence of, and incidental to, the granting of this permit, if issued. I further agree to pay the cost of repairing any damage to Municipal services by reason of construction of the works described above, for which this permit is issued. This permit does not include blasting. **** A copy of this permit shall be kept on site at all times.**

Signature of Applicant: _____ Print Name: _____

Company Name: _____

Address: _____

email: _____ Telephone No.: _____ Date: _____

FOR OFFICE USE

Work Permit No:_____ **Fee: $**_____ **Surety Bond for Municipal Service: $**_____
(Minimum $700.00)

Processed by: _____ **Date:** _____ **Approved by:** _____ **Date:** _____

Additional _____

TOWN OF SIDNEY

NOTICE TO APPLICANTS
REQUIREMENT FOR ROAD ALLOWANCE OR RIGHT OF WAY PERMIT

1.0 REFERENCE

References as to the applicant and to the Contractor in the following are meant to be considered in the same meaning.

2.0 LIABILITY INSURANCE

The applicant must submit a Comprehensive Liability Insurance in the amount not less than Two Million ($2,000,000) Dollars naming the Town of Sidney and its representatives as an additional insured. The Certificate of Insurance shall accompany the application.

3.0 WORKER'S COMPENSATION BOARD

The Contractor shall be registered in good standing with the Worker's Compensation Board. The Worker's Compensation Board rules and regulations shall be strictly complied with, including traffic control.

4.0 PERMITS/LICENCES

The Contractor shall obtain all permits, licences and certificates necessary for the performance of the work.

5.0 NOTICES AND ORDINANCES

The Contractor shall give all required notices and comply with all laws, ordinances, rules, regulations, codes and orders of all authorities having jurisdiction relating to the work, to the preservation of public health and construction safety which are or become in force during the performance of the work.

6.0 MATERIAL REMOVAL AND STORAGE

The Contractor shall be responsible for the clean-up and removal of all waste materials and rubbish on a daily basis. Any accumulation of waste will not be permissible. Materials shall be stored in an orderly manner so as not to become a public hazard nor cause a danger to vehicular and pedestrian traffic.

7.0 EXCAVATION (Including Sidewalks)

Excavations shall be adequately protected by barricades at all times and traffic warning signs placed in accordance with the Ministry of Transportation and Highways Traffic Control Manual for Work on Roadways. All gravel filled cuts must be maintained to the original travelled surface with cold mix until final paving or concrete is installed. Hot mix asphalt pavement shall be placed within three days of completion of work. Boulevards must be restored to its original condition or better.

8.0 MUNICIPAL SERVICES

Existing underground services must be located and exposed before construction begins.

8.1 Any damage to Municipal services will be repaired by Municipal staff at the expense of the applicant.

9.0 INSPECTIONS AND ENGINEERING SPECIFICATIONS

The Engineering Office shall be notified at least five days prior to commencement of work. An onsite meeting may be required depending on the magnitude or complexity of the project.

9.1 The applicant or his representative will notify the Engineering office at least 48 hours prior to required inspections. The Town of Sidney will not accept any works installed and covered without having received due notification. Scheduled or spot inspections by the Town will not relieve the Contractor of the responsibility to construct the works in accordance with the accepted Plan of Construction or to the Engineering Specifications of the Town of Sidney.

9.2 The Town of Sidney Engineering Specification is the Master Municipal Construction Document, which contains specifications and standard detail drawings.

10.0 OTHER PROVISIONS

Pedestrian access must be protected and maintained at all times.

10.1 Machines with steel tracks or flat steel pads are prohibited on the travelled portion of the pavement at any time, except as permitted by the Superintendent of Parks and Works.

10.2 Street closures will require prior written approval from the Engineering Office.

10.3 Traffic Management Plan to be prepared by qualified company or professional.

I have read the above and agree to comply with all the conditions.

_____ _____

Applicant's Signature **Date**

_____

Company Name

CHECK LIST

- ☐ Complete application
- ☐ Certificate of Insurance naming the Town of Sidney as additionally insured
- ☐ Site location map
- ☐ Traffic / Pedestrian Traffic Management Plan - if required

**Incomplete applications will not be processed*