

TEMPORARY STREET USE PERMIT APPLICATION

PART 1: APPLICANT INFORMATION

Applicant Name:	_____	Applicant Company:	_____
Address:	_____	City:	_____
Province:	_____	Postal:	_____
Day Phone:	_____	Email:	_____

PART 2: SITE CONTACT INFORMATION

Name:	_____	Address:	_____
City:	_____	Province:	_____
Day Phone:	_____	Email:	_____
		Postal:	_____

Building Permit Number or Capital Job Description (if applicable)

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PART 3: SITE INFORMATION & DESCRIPTION OF WORK (Attach sketch/drawing to illustrate)

Location of Works Area _____

Description of Work

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Works Area Impacted (Check all that Apply)					
Bike Lane	Boulevard	Lane	Park	Partial Road	Sidewalk

PART 4: PARKING INFORMATION

Do you Require Reserve Parking? (Minimum \$100 fee will be charged for signage)

Yes No Length of Parking Required _____ Metres

Start Date and Time: _____ Expiry Date and Time: _____

I Agree to the Conditions Below

Applicant Signature: **Date:**

Office Use Only: Permit #

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or FOIPrivacy@cnv.org or 604-985-7761.

TEMPORARY STREET USE PERMIT CONDITIONS

1. Shall at all times accept full responsibility for any accident that may occur, or damage that may be done to any person or property whatsoever, caused directly or indirectly by the use and occupation of the Temporary Use Area and shall save harmless and keep indemnified the Corporation of the City of North Vancouver from all claims and demands whatsoever in respect of such use and occupation. All works undertaken within the Temporary Use Area shall be acceptable to the City Engineer.
2. Shall repair any damage to and remove all excess material and debris from the Temporary Use Area prior to the expiration of the permit.
3. Shall provide a minimum of seven (7) business days' notice or to the Engineer's discretion prior to the commencement of the permit.
4. Shall submit a traffic management plan for approval prior to the issuance of the permit when deemed necessary by the City Engineer. The traffic management plan must be prepared in accordance with City guidelines. The permit will not be issued until the traffic management plan is prepared to the satisfaction of the City Engineer.
5. Shall prepare and distribute notification to all effected property owners, business operators, complete with a copy to Engineering, Parks and Environment and emergency services. Notification shall include description/purpose of any works to be undertaken within the Temporary Use Area, dates when the work will begin and end, a description of mitigation measures if applicable, and contact information (name and telephone number).
6. Shall be responsible for care and control of any surface water runoff in accordance with the sediment control bylaw, as needed.
7. Shall keep City boulevards and sidewalks adjacent to the Temporary Use Area, safe and in a clean condition during construction. City streets and lanes adjacent to the Temporary Use Area must be kept clear of all materials, mud, and debris during construction. In the event that the surrounding streets become dirty as a result of construction, the City will clean the streets and invoice the applicant at cost, if the applicant fails to do so immediately upon request.
8. Shall provide a valid copy of evidence of comprehensive general liability insurance, including contractual liability and not-owned auto liability insurance in the amount of \$5,000,000.00. The Policy must name the City as an additional insured insofar as the City's legal liability arises out of the operations of the insured. The Policy is in full force and effect for the duration of the street Use and shall not be cancelled, terminated, materially altered or allowed to expire unless 30 days prior written notice has been given to the City.
9. Shall use the Temporary Use Area in accordance with the provisions of all City bylaws and only for the purposes set out above, including the storing of material and equipment for immediate use in the construction, maintenance or demolition taking place on adjacent property and the erecting of fencing and hoarding.
10. Shall contact the following to inform them of the street closure:

▪ RCMP 604-985-1311	▪ Ambulance 604-872-5151
▪ Coast Mountain Company (if on a bus route) 604-988-4105	▪ Fire & Rescue 604-980-5021
▪ City Operations 604-987-7155	

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11. Shall pay a processing fee of \$80.00+ \$4.00 GST (\$84.00).
12. Shall pay an occupancy fee of \$_____ based on the area of the Building Zone and the duration of the permit (\$2.50 per day for every 10 square metres, or part thereof, of street). See fee calculation formula below. The minimum permit fee will be \$100.00. Any damage, repair, or replacement of works required is the responsibility of the applicant.

Total Estimated Cost =	$\frac{\text{Length x width (m)} \times \text{Number of Days} \times \$2.50}{10}$
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Fees are based on the applicants estimated time for the Use. If an extension is necessary, applicant shall notify the Engineering Department at eng@cnv.org for approval.

If the Use extends past the expiry date and notification has not occurred, the fee will double and fines may be applied. The fee is not refundable.

13. Applicant must renew permit prior to expiration to avoid additional signage fees.
14. Shall deposit with the City a letter of credit or certified cheque in the amount of \$_____, which may be used by the City for costs incurred by the City, including legal and administrative cost, arising directly or indirectly out of a breach of the permit or the repair or replacement of City streets and facilities.
15. Shall notify the City's Bylaw Department (604-982-8302) if unauthorized vehicles are parked in the area specified on the permit and clearly marked with signage.
16. Shall not provide any permissions for the adjacent properties and the Applicant(s) declare all associated permissions on private property have been or will be obtained prior to commencing use of this Permit.
17. Applicant declares that by applying for this Temporary Use Area Permit they acknowledge that this permit does not constitute City approval to undertake any works on private property. Applicants are advised to obtain any necessary permits for proposed works from the City and obtain any required approvals from property owners, as necessary.
18. The City of North Vancouver will not refund or reimburse permit fees if the applicant/permit holder is not able to utilize the issued permit due to circumstances outside of the control of City including but not limited to: unauthorized removal of the temporary no parking signs, illegally parked vehicle(s) at the designated temporary no parking zone, and/or lack of a timely response by City Bylaw Enforcement or RCMP when notified by the applicant/permit holder.