



STREET WORKS PERMIT APPLICATION

PART 1: APPLICANT INFORMATION

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

PART 2: SITE CONTACT INFORMATION

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

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	_____
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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

Requested Start Date: _____ Requested Expiry Date _____

I Agree to the Conditions Below

Applicant Signature: **Date:**

Office Use: 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.

STREET WORKS 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 Works 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 Works Area shall be acceptable to the City Engineer.
2. Shall repair any damage to as per MMCD standards and remove all excess material and debris from the Works Area prior to the expiration of the permit.
3. Shall provide a minimum of five (5) 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 issuance of this 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 affected 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 in the Works 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.
7. Shall keep City boulevards and sidewalks adjacent to the Works Area, safe and in a clean condition during construction. City streets and lanes adjacent to the Works 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, 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 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 keep the Works Area tightly sealed off to pedestrian and vehicular traffic and shall use the Works Area in accordance with the provisions of all City bylaws and only for the purposes set out above.
10. Shall contact the following to inform them of the works in public realm:

▪ 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	

11. Shall pay a processing fee of \$80.00+GST (\$4.00), if applicable.
12. 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 costs, arising directly or indirectly out of a breach of the permit or the repair or replacement of City parks, streets and facilities. (If applicable). Deposit will be returned upon proof of satisfactory restoration and compliance with permit conditions.
13. Applicant must renew permit prior to expiration to avoid additional signage fees.
14. 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.
15. Applicant declares that by applying for this Works 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.