



ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT
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**TEMPORARY BUILDING ZONE
STREET USE APPLICATION
(under authority of Bylaw No. 6234)**

Applicant Name/Company: _____

Address: _____ Postal Code: _____

Phone (business/work site): _____ Fax: _____

Location of Building Zone: _____

Purpose: _____

Building Permit Number, if applicable: _____

Please include sketch or attach drawing:

Requested Commencement Date

Requested Expiry Date

Applicant's Signature

Date

TEMPORARY BUILDING ZONE 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 Building Zone 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 Building Zone shall be acceptable to the City Engineer.
- 2) Shall remove all excess material and debris from the Building Zone 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 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 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 within the Building Zone, 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 Building Zone, safe and in a clean condition during construction. City streets and lanes adjacent to the Building Zone 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 ensure that Building Zone is used in accordance with the provisions of all City bylaws and only for the unloading or loading of goods, chattels, things or persons for use at the construction site adjacent to the Building Zone. The Building Zone is not to be used for storage of materials or equipment. The applicant is responsible for managing and keeping the Building Zone and adjacent construction site safe at all times.
- 10) May request temporary prohibition of parking where the Building Zone will include an existing parking lane adjacent to the construction site. The parking may be prohibited by a sign declaring the area a "Building Zone." The City will install and remove the signs at the applicant's expense. Any sign damaged, lost, or stolen will be charged to the applicant's account. The applicant agrees to pay a cash fee of \$_____ to cover the cost to the City of providing the signage. Any damage, repair, or replacement required is the responsibility of the applicant. The cost of these works will be invoiced.
- 11) In the event a related street closure is required, the applicant shall notify the following agencies:

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

- 12) Shall pay a processing fee of \$80.00+ \$4.00 GST (\$84.00).
- 13) Shall pay an occupancy fee of \$_____ based on the area of the Building Zone and the duration of the permit (\$1.00 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} \times \text{width (m)}}{10} \times \text{Number of Days} \times \1.00
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Fees are based on the applicants estimated time for the occupancy. If an extension is necessary, applicant shall notify the Engineering Development Technician at – 604-990-4229 or 604-983-7370 or 604-983-7345 for approval.

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

- 14) Applicant must renew permit prior to expiration to avoid additional signage fees.
- 15) Shall notify the City's Bylaw Department (604-904-7378) if unauthorized vehicles are parked in the area specified on the permit and clearly marked with signage.

FEES	TO BE ADDED BY STAFF
	\$
	\$