



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

Applicant Name/Company: _____

Address: _____ Postal Code: _____

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

Location of Temporary Occupancy Area: _____

Purpose: _____

Building Permit Number, if applicable: _____

Sketch/Other Applicable Information:

Requested Commencement Date

Requested Expiry Date

Applicants Signature

Date

TEMPORARY STREET OCCUPANCY 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 Occupancy 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 Occupancy Area shall be acceptable to the City Engineer.
- 2) Shall repair any damage to and remove all excess material and debris from the Temporary Occupancy 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 Occupancy 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 Occupancy Area, safe and in a clean condition during construction. City streets and lanes adjacent to the Temporary Occupancy 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 occupancy 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 Occupancy 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 |
| Evo | admin@evo.ca |
| Car2Go | disposition@car2go.com |
| Modo | 604-685-1393 |

- 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 Temporary Occupancy Area and the duration of the permit (\$2.50 per day for every 10 square metres, or part thereof of street or of air space above such street to be occupied). 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 \2.50 |
|------------------------|---|

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.

- 13) 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.
- 14) Applicant must renew permit prior to expiration to avoid additional signage fees.