

# Highway Use Permit Application Form



Delta

Note: Fees and documents required are shown on page 2.

## APPLICANT INFORMATION

Application Date: \_\_\_\_\_

Company/Application Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT INFORMATION

Address/Location of Project: \_\_\_\_\_

Dates Permit Required – From: \_\_\_\_\_ To: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Client: Fortis BC Hydro Telecommunications (e.g. Telus/Rogers/Bell/Eastlink) Other (Development name): \_\_\_\_\_ N/A

Are you in the process of or have you been issued a Delta Building Permit or Demolition Permit? Yes No Building/Demolition Permit number: \_\_\_\_\_

Have you received a Tree Removal Permit for City-owned tree removal(s)? Yes No Tree Removal Permit number: \_\_\_\_\_ Impact to bus stop(s)? Yes No

## PURPOSE OF PERMIT

Driveway Construction	Traffic Control	Oversize Load	Temporary Soil Anchors
Bin/Pod	Groundwater Sampling	House Move	Special Event
Sidewalk/Road Construction	Dike/Gate Key	Building Demolition	Other _____
Streetlight/Pole Installation	Ditch Infill	City-Owned Tree Removal/Installation	
Landscaping on City Boulevard with machinery	Service Connection(s)	Crane Over-swing	

## DESCRIPTION OF WORK

Personal information is collected by the City of Delta under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used to administer the Highway Use Permit application with the City of Delta, Engineering Department. Should you have any questions or about the collection of this personal information please contact one of the following options:

Engineering Department City of Delta Email address: <a href="mailto:Engineering@delta.ca">Engineering@delta.ca</a> Phone: 604-946-3260 <b>Mail or in-person:</b> City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2	<b>or contact the City Clerk at:</b> Michelle Jansson, City Clerk/FOI Head City of Delta, Office of the City Clerk Email address: <a href="mailto:CityClerk@delta.ca">CityClerk@delta.ca</a> Phone: 604-946-3220 <b>Mail or in-person:</b> City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2
--	---

# Highway Use Permit Application Form

Delta

Purpose of Highway Use Permit	Fees & Documents Required						
	Fees	Security Deposit	Construction Details Drawing(s)	<a href="#">Pre-construction Inspection Checklist &amp; Photographs</a>	<a href="#">Traffic Management Plan</a>	<a href="#">Prime Contr. Designation Form</a>	Site Map, WCB Certification, Delta Business License & Certificate of Insurance
<b>Construction</b>							
Building Demolition / Service Connection Decommission	\$101 + GST	\$1,000/patch	✓ for trench cuts	As required	As required	✓	✓
City Boulevard Landscaping (w/ machinery)	\$251 + GST	\$3,750		✓	As required	✓	✓
City-owned Tree Removal / Installation	\$251 + GST	\$1,000	✓	✓	As required	✓	✓
<a href="#">Crane Over-Swing</a>	\$560 + GST		✓			✓	✓
Ditch Infill	\$251 + GST	Cost estimate required	✓	✓	As required	✓	✓
Driveway Construction	\$251 + GST	\$3,750	✓	✓	As required	✓	✓
Sidewalk / Road Construction	\$251 + GST	\$3,750	✓	✓	✓	✓	✓
Streetlight / Pole Installation	\$251 + GST	\$1,000 ea	✓	✓	✓	✓	✓
<b>Temporary Use</b>							
<a href="#">Bin / Pod Placement</a>	\$251 + GST	\$500		✓			✓
Sidewalk Patio Permit	\$251 + GST			✓	As required		✓
Sidewalk Hoarding	\$251 + \$315 per lin.m. + GST		✓	✓	As required	✓	✓
Temporary Soil Anchors	\$251 + GST	\$1,500 per Anchor	✓	✓	As required	✓	✓
<b>Traffic &amp; Safety</b>							
Traffic Control / Lane Closure	\$101 + GST				✓	✓	✓
Oversize / Overweight Load (e.g. House Move)	\$201 + GST	\$5,000 for House Move			✓ (Route Map)		✓
<b>Other</b>							
Dike / Gate Key Access	\$101 + GST	\$100					✓
Groundwater Sampling / Bore Holes	\$101 + GST	\$500/hole	✓	✓	✓	✓	✓
Special Event (e.g. Block Party/Fundraisers)	As required				As required	As required	✓

Please ensure that your Highway Use Permit Application includes all required documents identified above. Failure to include all required documents may lead to a delay or denial of your application.

## SUPPORTING DOCUMENTS - Please submit if indicated in the table above

- Site map shall show location and pertinent details
- Drawing(s) shall show construction details (or approved building permit drawings as applicable)
- [Pre-Construction Inspection Photo Checklist](#) and Photographs; Ensure all photographs are included
- [Prime Contractor Designation Form](#)
- [Safety and placement requirements](#) for bins and pods must be followed
- Certificate of Insurance shall be in the amount of \$5 Million, naming City of Delta as additional Insured
- [Insurance requirements for Crane Over-Swing](#) over road dedication must be followed
- Traffic Management Plan shall adhere to [Ministry of Transportation and Infrastructure Manual for Work on Roadways](#)

I confirm that all required documents are included in my application: \_\_\_\_\_

Type your name here