



APPLICATION FOR PERMIT TO OCCUPY A ROAD ALLOWANCE

Permits issued will satisfy the requirements of *The Streets and Traffic Regulation Bylaw, 2002, No 8382 Section 8.04*

Please send the completed application to: engineering@saanich.ca
 The Municipality requires five (5) business days to process the permit application

NOTE: All data fields must be filled out for the application to be processed. Please put N/A in any field that does not apply to this permit.

Date of Application		Address of Road to be Occupied	
Type of Occupation (Trailer, Bin, etc)		Dates of Occupation	
Reason for Occupation		Total No. of Working Days	
Saanich File No.		Saanich Design Drawing No.	

Requirements for permit:

- Applicant **MUST** provide a diagram or sketch of the area to be occupied, relevant to the address, boulevard, pedestrian traffic and street traffic at time of application. A *Traffic Management Plan* may be required.
- Show Calculations for Cost**

FEE CALCULATION			
A) Base Application Fee			(A)
B) For each 20 sq m or portion thereof = \$10 per day			
<i>Area of Occupation</i>	m Wide x	m Long =	Sq Mtr
<i># of Areas of 20 sq m or a portion</i>	x x	/No. of Days =	(B) \$
Total Amount Due at time of Application			\$

Brief Description of Proposed Works:

Indicate whether the party completing the application is (must check one): OWNER or CONTRACTOR

Owner Information		
Name (s)		
Address	City	Postal Code
Email	Phone	Cell
Applicant / Contractor		
Name (s)		Company Name
Address	City	Postal Code
Email	Phone	Cell

Proof of Current Insurance (with conditions as shown below) on file with Saanich?

Yes OR No OR Unknown (complete the *Certificate of Insurance Form*)

Before any works or activities on municipal property, road allowance or rights of way can be approved, the Contractor must provide proof of valid Commercial General Liability Insurance with a minimum limit of \$5,000,000 inclusive per occurrence for bodily injury, death, and property damage. It must name the Corporation of the District of Saanich as an Additional Insured and, if it expires during the term of the permit or works, the Contractor must immediately provide proof of renewal.

Statement

We declare that we are the Owner or Project General Contractor and that the information provided is accurate and complete.

Signature: _____