District of Saanich, Engineering
3500 Blanshard Street
Victoria, BC, V8X 1W3
T: (250) 475-5575
E: engineering@saanich.ca

APPLICATION FOR PERMIT TO TRAVEL PUBLIC ROAD ALLOWANCE USING AN OVERSIZED VEHICLE

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

Please submit the completed application to: engineering@saanich.ca

The Municipality requires up to ten (10) business days to process the permit application.

Date of Application:		Date of Oversized Vehicle Travel	

1. A map of the planned route must be provided, see notes at bottom of page regarding permit requirements.
2. A copy of the BC Ministry of Transportation and Infrastructure District Authorization & Notification for Very Large loads must be provided. (*Completed/Approved MoTI Permit Form – CVSE 1052*)
3. Permit Requirements:
   - **A route map** shall be submitted and be certified by a Professional Engineer registered in the Province of BC that adequate clearances and protection of overhead and underground infrastructure exists. The map shall also certify that adequate clearances to existing trees exist.
   - **The route map shall identify all infrastructure that requires relocation for the move; or any tree removals or trimming that is required**. A certified arborist shall be obtained to develop a tree trimming plan if any existing trees require pruning. Saanich will provide an estimate for this work and payment shall be received in full before issuing the permit.
   - A **detailed move timeline** should be provided outlining the period in which any infrastructure such as streetlights and traffic poles is required to be removed. Saanich public works stand-by rates will apply beyond the initial hours outlined.
   - The applicant shall be responsible for **preparing a detailed traffic management plan** for each move as well as providing any required traffic control and flag persons. Lane closures shall be completed in accordance to the MoTI Manual for Work on Roadways.
   - **If infrastructure relocation or tree work is required, 15 business days' notice is required.**

Contractor / Applicant

Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

1. Is 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.

2. Statement

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

_____	_____	_____
Signature of Applicant	Print Name	Date

Over Sized Vehicle Permits

Permits are required for all loads exceeding the following:

- *Overall Length - 31.00m*
- *Overall Width - 3.80m*
- *Overall Height - 4.30m*

Permits are required for any load exceeding the weight guidelines outlined by the CVSE found *here.*

Freedom of Information and Protection of Privacy Act (FIPPA). This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of FIPPA. The information will be used for processing this application. Please note that particulars about this permit including the owner name and civic address will be treated as public information and may be used for reporting and statistical purposes. Questions can be directed to the District's Information and Privacy Team at 770 Vernon Avenue, Victoria, BC, V8W 2W7, Tel. (250) 475-1775; Email: foi@saanich.ca.