

## WORK ON CITY RIGHT-OF-WAY PERMIT APPLICATION

The Work On City Right-of-Way (ROW) Permit is issued in conjunction with the City of Castlegar Subdivision & Development Bylaw 1018 and any other applicable bylaw(s) for all works on City-owned property or within City-owned rights-of-way.

Please submit the completed application, payment and all applicable information to:

City of Castlegar  
460 Columbia Avenue  
Castlegar, BC, V1N 1G7  
(250) 365-7227 [info@castlegar.ca](mailto:info@castlegar.ca)

Please direct all inquiries to:

City of Castlegar  
Civic Works  
(250) 365-5979  
[civicworks@castlegar.ca](mailto:civicworks@castlegar.ca)

### APPLICANT INFORMATION

Name(s):	<input type="text"/>	Address:	<input type="text"/>
Company:	<input type="text"/>	City:	<input type="text"/>
(if applicable)		Postal code:	<input type="text"/>
City business license #:	<input type="text"/>	Email:	<input type="text"/>
(if applicable)		Other:	<input type="text"/>
Phone 1:	<input type="text"/>		
Phone 2:	<input type="text"/>		
Fax:	<input type="text"/>		

### ACTIVITY INFORMATION

Type of activity (select one):

<input type="checkbox"/> Equipment access/working Area	<input type="checkbox"/> Road crossing	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Excavation	<input type="checkbox"/> Overheight transport	<input type="text"/>
<input type="checkbox"/> Overhead utility	<input type="checkbox"/> Overweight transport	

Description of activity:

Activity location (street name, civic address):

Activity start date and time:	<input type="text"/>
Activity end date and time:	<input type="text"/>
Occupation hours: (if different from above):	<input type="text"/>

**Note:**  
Occupation on weekends, holidays  
or between 4:30 p.m. and 8:30 a.m.  
requires special approval

**All applications must include a map including the following: location, street names, location/address of installation and any other details specific to the work.**

### **TRAFFIC IMPACT**

(select one)

  

No impact  
Single lane closure

  

Sidewalk closure  
Multiple lane closure

  

On-street parking closure  
Full road closure

If any of the following are TRUE, a traffic management plan is required for the submission:

1. work occurs on Ministry of Transportation highways
2. work impacts the access to a property or the regular operations of a business
3. work requires one or more lane closures, or a full road closure

The Manager of Engineering may request Traffic Management Plans for other work or occupation of city property not listed above.

Full road closure is only permitted if work cannot be completed using a single lane closure. Prior to a full road closure, the applicant must provide a traffic management plan and 48 hours written notification to all emergency services, BC Transit, School District #20, ICBC Driver Licensing and any residents or businesses whose access to their property may be affected.

Traffic management plans are to follow the requirements of the latest edition of the Traffic Control Manual for Work on Roadways issued by the Ministry of Transportation as well as all applicable WCB Standards. The plan must include company name, diagrams, signage and procedures.

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### **INSURANCE REQUIREMENT**

Prior to the approval of a Work on City Property Permit, the City of Castlegar requires the applicant to provide an executed copy of a Certificate of Liability Insurance which includes the following:

- \$2,000,000 (two million dollars) Comprehensive General Liability with all-inclusive limits for bodily injury and property damage liability;
- cross liability clause;
- the City of Castlegar as an additional insured, if required.

(select one)

  

Insurance Certificate Attached  
Valid Insurance Certificate on file with City (valid for dates of work)

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### WORK ON CITY RIGHT-OF-WAY PERMIT - GENERAL CONDITIONS

1. Before commencement of work the permittee must obtain an approved permit at least two (2) working days prior.
2. Applications are to be submitted two (2) weeks prior to the requested work start date.
3. All work must comply with the most recent version of the City of Castlegar's Subdivision and Development bylaw and the latest edition of the MMCD construction specifications and design guidelines along with other applicable bylaws.
4. Applicant is responsible for completing a BCOneCall and ensuring all utilities are located and marked prior to construction. The applicant shall follow construction methods as directed by 3<sup>rd</sup> party utilities.
5. All removal or replacement of City owned infrastructure to be returned to as good or better condition.
6. This permit is not valid until signed by the City's Manager of Engineering & Infrastructure or designate.
7. Construction plans must be submitted with this permit, when required.
8. Positive drainage shall be maintained during the course of the work.
9. All utilities shall be protected and supported, to the satisfaction of the utility concerned.
10. All road surfaces and sidewalks shall be kept clear of obstructions and/or debris, to avoid hazard or inconvenience to the public. The applicant shall provide fencing or other pedestrian control, when required for public safety.
11. Mud tracking or dust nuisance shall not be allowed. Any accumulation must be cleaned from the road and/or shoulders immediately. Cleaning or Dust Control instructions may be given by the Manager of Engineering & Infrastructure or designate. if at any point it becomes a nuisance or safety concern.
12. The Applicant shall not cut, trim or interfere with any trees in the right-of-way without City of Castlegar approval.
13. All changes and/or deviations from the submitted approved permit shall be subject to re-approval from the City of Castlegar.
14. Property owners and/or residents shall receive a minimum of 96 hours written notice prior to temporary closing of an access to homes and businesses, or a temporary interruption of any utility.
15. Additional public notice via newspaper, radio or other forms of communication may be required for projects determined by the City of Castlegar to have significant impact.
16. Applicant will be required to pay all fees related to the occupation or use of public parking stalls related to the permitted work.
17. The applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights, necessary for the protection of the public and the safe operation of the installation, at the applicant's own expense as per the latest edition of the Traffic Control Manual for Work on Roadways issued by the Ministry of Transportation as well as all applicable WCB Standards

### Permit Submission and Payment

I have read and understood and agree to the requirements of this permit, including the GENERAL CONDITIONS. I have provided:

Site Plan	Yes	<input type="checkbox"/>		
Traffic Management Plan	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Insurance Certificate	Yes	<input type="checkbox"/>	On File	<input type="checkbox"/>
Payment at City Hall	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Name of Applicant	Signature	Date
<b>OFFICE USE</b>		
Work On City ROW Permit Number:	Date Received:	Application Fee Received (\$25)
		Form of Payment:      Cash                      Cheque                      Debit
Documents Received:	Activity Map	Traffic Management Plan                      Insurance Certificate
Approved (Permit Issued)	Denied (State Reason Below)	
Date:	Reason:	
Approval By:	Signature:	
Comments:		