

Information for Work Within Highway Right-of-Way Permit

Who needs this permit?

If you are planning any activity/work on the roadway or within the highway right-of-way, including installing a driveway or erecting a structure within 100 metres of any highway, a permit is required prior to starting the work. Additional permits may be required by the Municipality and/or other regulators.

How do I obtain a permit?

Complete the ***Work Within Highway Right-of-Way Permit*** application and submit to the municipal office for review. At the time of application, a deposit is required. (See Deposit information below). When the deposit is received, the staff reviews the permit and if approved, a copy will be provided to you. It may take up to ten business days to get the permit if the application is complete. This permit is valid only for the length of time stated on the permit. It is not renewable. This permit may be cancelled at any time.

Deposit Information

A \$300.00 refundable deposit is required. Deposits are to be paid by a certified cheque, money order, credit card or cash. The deposit will be refunded upon satisfactory completion of the work, as determined by the Road Maintenance Supervisor.



Work Within Municipal Road Right-Of-Way Permit

Who needs a Permit? If you are planning any activity/work on the roadway or within the road right-of-way including a driveway or erecting a structure within 100 metres of any municipal road, a permit is required prior to starting the work.

For Staff Use Only
Permit # _____
Deposit Receipt #: _____
Permit Valid until: _____

1. Give your personal information (Please Print)

Name: _____

Mailing Address: _____

Postal Code: _____

Daytime Phone Number: _____ Email Address (if applicable): _____

2. What type of work will you be doing by the roadside?

Access to a municipal roadway for the purpose of: Sewer Water Cable Driveway Other _____

Work will disturb existing road surface. If so, what type? Asphalt Concrete Gravel Other _____

3. Check type of structure or access you require. If not applicable, go to number 4

Residential Agricultural Commercial Industrial Recreational Institutional Other _____

4. Give enough information so our staff can find your property (Complete as much as possible)

Name of subdivision: _____ Name of lot owner: _____

Civic or lot number: _____ Property ID #: (if known) _____

Name of Community: _____ in _____ County

Name of roadway: _____ on the North South East West Side of Roadway

Distance of nearest part of structure to centerline of highway is _____ metres

Number of lots to be serviced by this access is _____

5. Attach your sketch to this application

Sketch attached

6. Check how you would like to receive your permit approval

by mail

by fax at fax number _____

I will pick it up at the Municipal Office

by email _____

7. Deposit

A \$300.00 refundable deposit is required. Deposits are to be paid by a certified cheque, money order, credit card or cash. The deposit will be refunded upon satisfactory completion of the work, as determined by the Road Maintenance Supervisor.

8. Sign the certification

I certify that:

1. The Municipality shall not be held liable for any personal injury and/or property damage of any kind whatsoever, which may arise both during and after the completion of the work covered by this permit, where, in the opinion of the Municipality such injury or damage arises as a result of the work, including disturbance of regulatory signs.
2. I am responsible for and will bear all costs associated with any pipe (s), cable (s) or any damage to any other Municipal installations whenever required by the Municipality. Relocation of pipes, cables, etc., is dependent on what type of work is being done.
3. The information given by me in this application is complete and accurate. I will ensure that the Conditions as specified by the Municipality are met.
4. I am the owner of the property at the location to which this permit applies. Yes No
(If you answered no and you are not the property owner, please provide permission in writing from the property owner for the access you require.)

Name (please print): _____

Signature: _____ Date: _____

9. Return the application and any attachments to the Municipal Office

If you have any questions, please call the Municipal Office at 902-863-1117.

10. Call the Municipal Office before starting work

At least 24 hours before starting work call:
Road Maintenance Supervisor
863-1117

11. Call the Municipal Office for inspection

After work is completed, call 863-1117 to request an inspection.

**Culvert to meet Department of Transportation & Infrastructure Renewal specifications
Minimum 500 mm in diameter or 20 " unless otherwise approved.**

For Staff Use Only

Existing Driveway: Yes No

Pipe Required: Yes No Pipe Inside Dia.: _____ mm

Site Checked by: _____

Special Conditions letter required: Yes No

Comments:

Approved

In consideration of an application as set forth above for the Work on the Roadside Permit;
consent is hereby given.

Road Maintenance Supervisor

Date: _____