



CITY OF CASTLEGAR

460 Columbia Avenue
Castlegar, BC V1N 1G7
Phone: (250) 365-7227 Fax: (250) 365-4810
www.castlegar.ca

WORK ON CITY PROPERTY PERMIT APPLICATION

The Work On City Property 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 infrastructure or within City owned right of ways.

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

City of Castlegar
460 Columbia Avenue
Castlegar, BC, V1N 1G7

Phone: (250) 365-7227 Email: info@castlegar.ca

Please direct all inquires to:

City of Castlegar
Civic Works

Phone: (250) 365-5979
Email: civicworks@castlegar.ca

APPLICANT INFORMATION

Name(s):	City:
Company:	Address:
City Business License:	Postal Code:
Phone:	Email:
Cell:	Fax:

ACTIVITY INFORMATION

Type of activity:

Description of activity:

Activity Location (Street name, Civic Address):

Start Date and Time:

End Date and Time:

Occupation Hours:

Note:

Occupation on Weekends, Holidays or between
4:30 pm and 8:30am requires special approval

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

Works Map Attached



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TRAFFIC IMPACT

Note: Full road closure is only permitted if work can not be completed using a single lane closure. Applicant must provide a traffic management plan and 48 hours written notification to all emergency services, BC Transit & School District #20 prior to a full road closure.

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.

Traffic Control Plan Attached

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);

Insurance Certificate Attached

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

Permit Payment

I have read, understood and agreed to the requirements of this permit, including the GENERAL CONDITIONS (page 3)

Name of Applicant

Applicant Signature

Date

OFFICE USE ONLY			
Work On City Property Permit #	\$25 Application Fee Rec'd	Documents Received	Date
Date Rec'd:	Paid by: Cash	Activity Map	
Approved (Permit Issued)	Cheque	Traffic Control Plan	
Denied -- State Reason(s)	Debit	Insurance Certificate	
Approved / Denied By:	Signature:	Date:	
Comments:			

WORK ON CITY PROPERTY 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 MMCD Platinum Edition Standards (latest edition) along with other applicable bylaws.
4. Applicant is responsible for locating and marking all utilities and notification and approvals from all applicable utility agencies or private utility owners. This includes BC One Call and City of Castlegar 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.
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 98 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.