

# Road Permit

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## APPLICANT (please print)

First Name:		Last Name:	
Company Name:			
Address:			
City:	Province:	Postal Code:	
Phone:			
E-mail:			
Contact:	Work#	Home#	Cell#
Alternate Contact:	Work#	Home#	Cell#

## I request permission for the following closure:

Area to be Closed:	<input type="checkbox"/> Road	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Parking Stall
Type of Closure:	<input type="checkbox"/> Partial	<input type="checkbox"/> Complete	
Location of Closure:			
Purpose of Closure:			
Date of Closure:	From:	To:	
Time of Closure:	From:	To:	

I have: Attached the **Application Requirements** listed on page 2

Read and understand the **Permit Use Conditions** listed on page 2

Date:	Applicant Signature:
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Submit completed form (with attachments) by mail or delivery to:

Town of Comox, Municipal Works Yard, 1390 Guthrie Road, Comox BC V9M 0A5 or, Email: [publicworks@comox.ca](mailto:publicworks@comox.ca)

## THIS SECTION IS FOR TOWN OFFICE USE ONLY:

<b>Applicant to notify the following:</b>					
<input type="checkbox"/> Fire	<input type="checkbox"/> RCMP	<input type="checkbox"/> Ambulance	<input type="checkbox"/> CV Transit	<input type="checkbox"/> Ministry of Transportation	
<input type="checkbox"/> BC Hydro	<input type="checkbox"/> Fortis BC	<input type="checkbox"/> Telus	<input type="checkbox"/> Shaw TV	<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper
<b>Applicant provided the following:</b>					
Good Neighbour Letter	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Required			
Certificate of Insurance	<input type="checkbox"/> Provided	<input type="checkbox"/> On File			
Traffic Management Plan	<input type="checkbox"/> Provided				
<b>Subject to the <i>Permit Use Conditions</i>, this Road Permit is approved.</b>					
RP-_____	_____	_____			
Road Permit Number	Date	Municipal Engineer			

### APPLICATION REQUIREMENTS:

(attach the items below to this application)

- **Certificate of Insurance** (mandatory)
  - Minimum liability coverage of Five Million Dollars (\$5,000,000)
  - The expiry date clearly identified
  - An additional insured named as: [Town of Comox, 1809 Beaufort Avenue, Comox, BC, V9M 1R93](#)
- **Traffic Management Plan / Road Closure Plan / Parade Route**

A drawing/map that shows the following:

  - area to be closed
  - what signage, barricades, delineators, or cones will be in place – see #5 below
  - detour route for traffic and/or pedestrians
- **Good Neighbour Letter** (if applicable)

A written letter that describes the work to be done, when the work will occur and who to contact for more information – see #3 below.

### PERMIT USE CONDITIONS:

Any permission and approval granted herein will be, at all times, subject to meeting all Permit Use Conditions and that they are adhered to at all times.

- 1) At least 3 days prior to any excavation, the applicant shall notify *BC One Call* at 1-800-474-6886.
- 2) At least 48 hours prior to a partial road closure, the applicant shall notify the Comox Fire Department, RCMP, BC Ambulance Service and Comox Valley Transit as well as any others as may be required by the Town – Town will indicate what is required in the applicant notification section on page 1.
- 3) Prior to work starting, if required by the Town, the applicant will provide the Town's approved *Good Neighbour Letter* to the residents and businesses in the immediate area of the works.
- 4) For a partial road closure, the applicant shall ensure that one unimpeded lane of traffic is maintained at all times and that qualified traffic control persons are present to coordinate single-lane vehicle movements in accordance with the BC Ministry of Transportation and Infrastructure's "Traffic Control Manual for Work on Roadways".
- 5) The applicant shall ensure that signs and barricades are in accordance with the BC Ministry of Transportation and Infrastructure's "Traffic Control Manual for Work on Roadways" and are erected and maintained during the duration of all construction activities.
- 6) The applicant shall restore unimpeded two-lane vehicular movements at all times outside of the permitted dates and times.
- 7) The applicant shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the Town from all claims and demands whatsoever in respect of these works and such works.
- 8) Within 48 hours of completing the work, the applicant shall restore the road surface and any other infrastructure damaged during the construction activities associated with this permit to standards. All infrastructure restoration shall be certified by a qualified Professional Engineer.
- 9) This permit is granted subject to and without prejudice to the provisions of the Highway Act, or any other acts governing Town lands and public works or their use by the public, and subject to and without prejudice to any Town Bylaws.
- 10) This permit is valid only for the specific works stated herein. Any alteration or addition to the scope of work shall be covered by a separate permit.
- 11) This permit may be cancelled at any time at the direction of the Town's Municipal Engineer without recourse should the applicant fail to comply with all the conditions of the permit.