



APPENDIX 1A STREET OCCUPATION PERMIT APPLICATION

Permit #SOP21-_____

- Copy to: Water & Waste Services
 Transportation
 Bylaw Services
 Development Officer

Applicant Name

Street Address where work is to be done

Name of Contact Person

Legal Description of Property where work is to be done

Phone #

Contractor/Company Name if applicable

Email or Fax

Address of Contractor

Adjacent properties that may be affected by the activity

DESCRIPTION OF THE ACTIVITY (Describe type of work, equipment being used and intended method for accommodating pedestrian, bicycle and vehicle traffic)

DURATION OF THE ACTIVITY (start and end dates and/or times)

The above described location of street occupation, and as sketched in the area below, is for the purpose of construction, alteration, repair, maintenance, demolition or other work situated on or adjacent to the above property.

Sketch Area:

The applicant shall comply with the following terms and conditions of this permit:

- Follow all requirements of the Occupation Health and Safety Regulations, observe all Territorial Acts and City Bylaws and adhere to the requirements of the BC Traffic Management Manual for Work on Roadways.
- Undertake the work in such a manner as to do the least possible damage to any municipal infrastructure encountered
- Restore or replace any disturbed or damaged surface works or appurtenances to City standards, unless otherwise approved by the Designated Officer, and submit proof of compaction testing (if required);
- Ensure that access for emergency vehicles is available at all times, and if access is restricted or detoured, notify Ambulance Services, Whitehorse Fire Department, Bylaw Services and RCMP of the activity and the planned highway use or closure;
- When required by the Designated Officer:
 - provide proof of liability insurance covering the work being undertaken;
 - provide security in a form and amount acceptable to the Designated Officer;
 - formally notify all affected individual residents, organizations or businesses at least (3) days prior to the proposed use or closure;
 - advertise appropriately, placing event notices in the local papers and on all local radio stations prior to any use or closure taking place;
 - provide a traffic detour plan for City approval prior to complete use or closure of a highway;
- Provide all traffic and pedestrian control barricades and signs; and where traffic flow is reduced to one lane, or as directed by the Designated Officer, employ qualified flag people;
- Ensure that pedestrian access is separated from vehicle traffic lanes, and maintained safely to all businesses during normal operation hours;
- Pay for occupying metered parking stalls as required by the Bylaw Services Department;
- Ensure that the collection of solid waste is accommodated (compostables, recycling, garbage; hazardous wastes) in accordance with Solid Waste Bylaw; keep the work site clean and free of debris and take measures to control dust, litter and tracked debris to the satisfaction of the Designated Officer; provide sufficient cleaning force to remove all debris, litter and waste after the activity is completed.
- Complete all work regarding water, sewer and roads in accordance with the Servicing Standards Manual and Water/Sewer Bylaws; and
- **IF UNDERGROUND WORKS ARE PROPOSED IN CITY RIGHTS OF WAYS OR OTHER CITY LANDS** (i.e. water, sewer, storm or metering) then a completed "Application for Water/Sewer/Storm Installation" is required to be submitted once a Development and/or Building Permit has been issued (if required), and a "Street Occupation Permit Application" has been approved. For a copy of the Water/Sewer/Storm Installation Application please see the Water & Waste Services Assistant or refer to Appendix 1J of this manual. If required by the Development Permit, an Engineering Inspection Work Order will be required instead.

The Applicant(s) hereby agree(s) to indemnify and save harmless the City of Whitehorse from any and all manner of actions, suits, claims and demands of any nature and kind whatsoever which shall have arisen or may arise by virtue of the construction, alteration, repair, maintenance and/or demolition contemplated by the permission and further agree(s) to waive any and all manner of actions, suits, claims and demands that the Applicant(s) may have against the City arising out of those works, the permission granted by the City, and any acts of the City relating to the works and permission.

Where Works to be carried out for the Owner are performed in whole or part by a Contractor, the Contractor shall be added as a signatory and shall be jointly and severally liable hereunder with the Owner, and shall be subject to all the terms and conditions herein.

Applicant(s) agree(s) to and accept(s) the terms and conditions of the permit.

Signature of OWNER and/or CONTRACTOR **Date of Signature**

The City of Whitehorse hereby grants this permit subject to the terms and conditions outlined above and any other special conditions noted below:

Approved by City Engineer: _____ **Date:** _____

- SOP Fee (in accordance with Bylaw #2019-12)
- Less than 1 week: \$ 35 – Quick Code **BY40**
 - 1 week to 1month: \$ 50 – Quick Code **BY41**
 - Exceeding 1 month: \$100 – Quick Code **BY42**
 - Other: _____

Or Engineering Development Inspection Fee
 (Fees & Charges Bylaw 2014-22) Amount: _____

