



TMB File: 3550-20-02

Revised March 2018

## **PERMIT INFORMATION SHEET FOR CONSTRUCTION OR MODIFICATION OF ACCESS TO A CONTROLLED HIGHWAY**

A permit is required for the construction of new access, or modification of an existing access from or to a controlled highway \*(i.e.: maintained by Yukon Government forces).

**PLEASE NOTE:** Work may not proceed until a Permit has been issued by the Transportation Maintenance Branch, Department of Highways and Public Works.

### **INSTRUCTIONS AND DESCRIPTION OF THE APPLICATION PROCESS:**

1. The following documents are required, and may be submitted to the Road Foreman at the site visit:

- **Completed application form** signed by applicant;
- **Proof of Tenure** (Certificate of Title, Property Tax Assessment, Lease Agreement, Land Use Permit, etc.) with written authorization to access property;
- **Plan or detailed sketch** showing the property limits, a map (scale 1:50,000), and/or air photo indicating the location, **including kilometer location** on the highway;
- **\$100.00 Application Fee** (Cheques made payable to Government of Yukon; major credit card and debit cards are accepted in Whitehorse or by phone).
- **Proof of insurance** must be provided, see following note #2.

**All of the above items are mandatory - the application process cannot proceed without them.**

**In the communities** - please provide the above required documents to the local Road Maintenance Foreman during normal working hours. The application will be forwarded to the Whitehorse office.

**In Whitehorse** - come into the office located at 9029 Quartz Road, Building 1275 and provide all the required documents listed above.

2. Insurance is a requirement for work in a highway right-of-way. Provide a copy of Liability Insurance in the amount of \$2 Million, naming the Government of Yukon as "Additional Insured" on the Insurance Policy. It must be in place prior to construction of the access. This insurance may be provided by the applicant or by any Contractor commissioned to construct the access. Proof of insurance must be provided to the Transportation Maintenance Branch prior to the start of work.

### **3. Residential or Agricultural Accesses:**

Contact the local Road Maintenance Foreman during normal working hours to arrange for a joint site visit. The Foreman will complete a separate internal evaluation at that time.

The application process can take up to four to six (4 to 6) weeks to complete. In cases of questionable sight distance visibility, a survey crew may be required to ensure safety standards can be met.

### **3. Commercial / Multi-Residential / Resource Accesses:**

The approval process for Commercial, Multi-Residential, and Resource accesses are more complex, and generally take more than six (6) weeks to complete. Applications for these types of accesses should be submitted in Whitehorse at Maintenance & Planning, Transportation Maintenance Branch, 9029 Quartz Road, upstairs in Building 1275.

In addition to the documents listed above, these applications may also require the following:

- **Commercial:** Business Plan, Construction Schedule, Sketch of Proposed Facility. Additional information that may be requested include hours of operation, operating season, expected number of visitors, and proposed signage.
- **Multi-residential:** Usually requires design by Professional Engineer and includes proposed subdivision plan, traffic analysis, highway or local road upgrade, YESAA screening and Land Use permissions.
- **Resource:** i.e.: Timber / Mining / Exploration accesses. Typically requires estimated traffic volumes and proposes vehicle configurations, proposed schedule and whether it will be a seasonal use access. Some projects may require YESAA and/or Land Use permissions which include First Nation consultation.

#### **4. Additional Information:**

- If the applicant is required to provide further information, documentation or prep work before permit can be approved, applicant will have up to 6 months to comply or their application will become null and void. If circumstances warrant, the applicant may request an extension in writing.
- The applicant should be aware that Highways and Public Works approval is limited to land designated as Highway Right-of-way only. Separate Land Use approvals may be required if the access route encompasses other land under the jurisdiction of the Commissioner of the Yukon, Federal, or First Nation Land.
- Once the permit has been approved, applicant will be notified to read and agree to the conditions by signing. Copies of the permit will then forwarded to the applicant and work may proceed. If the access is denied, the Applicant will be notified.

***The following General Conditions will form a portion of the approved permit; a number of additional conditions will be imposed, depending on the individual scenario:***

- An access permit approves only the development contained herein; a further application is required for any changes or additions.
- The applicant may elect to construct the access using their own forces, or by hiring a contractor. If the applicant decides to construct the access using their own forces, they must construct the access as per the permit conditions and standard design.
- An access road constructed by the applicant must pass a final inspection by the Road Foreman to ensure the standard conditions and design standard have been met. The applicant must inform the Road Foreman or TMB Maintenance & Planning when the access is completed.
- If the permit is for a temporary access, the access shall be removed and the area restored to its original condition by the expiry date shown on the permit at the applicant's expense.
- The permit will become null and void if the access has not been constructed within 12 months of the permit issue, or if the constructed access has not passed inspection by Transportation Maintenance and the necessary corrections have not been completed.
- The access road is subject to future relocation if necessary due to development of gravel/borrow pit.
- The applicant shall be aware that buried utility lines may exist in the right of way. It is the applicant's responsibility to have these lines located and marked. The Yukon Government will not be held responsible for any damage done to any utility caused by work done under this permit.

**GOVERNMENT OF YUKON – Highways & Public Works**

**PERMIT APPLICATION - CONSTRUCTION OR MODIFICATION OF ACCESS TO A CONTROLLED HIGHWAY**

Name of Applicant / Company:	
Complete Mailing Address:	
Phone Number & Fax Number:	
E-mail address:	

**1. Location of Access:**

Highway / Road Name: \_\_\_\_\_ Kilometer Location: \_\_\_\_\_

(If access is not to a main or secondary highway, provide normally used road name)

Right or  Left (Right/Left side is determined when looking in direction of increasing Kms)

New  Modification of existing

Permanent  Temporary -- Required until: \_\_\_\_\_

**2. Type of Access Requested:**

Private Residential Access  Public Multi User Access

Agricultural Access  Single Commercial Access

Resource Access  Double Commercial Access

**3. Land Status Information: Description of property being accessed from highway.**

(Note: If the applicant is not the land owner, the applicant must provide proof in writing that they have authorization from the land owner to apply for the permit.)

Lot No. \_\_\_\_\_ Plan No. \_\_\_\_\_  YESAB Approval: Project No. \_\_\_\_\_

Privately Owned (Titled)

Leased From: \_\_\_\_\_ Type: \_\_\_\_\_

Agreement for Sale With: \_\_\_\_\_

Under Land Use Permit Number: \_\_\_\_\_ Application \_\_\_\_\_ Expiry \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Land Set Aside: \_\_\_\_\_

Other: \_\_\_\_\_

If ownership of the property being accessed is different from that of the applicant, provide complete mailing address of Land Owner:

Name of Registered Land Owner: Complete Mailing Address:					
Phone Number:		Fax Number:		Email:	

4. **Additional Information:** Provide any additional information regarding the use of the access that may help to evaluate the application here or on a separate attachment.

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**Proposed Schedule:**

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I understand that this is an application only and approval to perform the work has not been given at this time.

I understand that approval will be dependent on several conditions and I will perform the work according to the conditions if my application is approved.

Receipt of the approved permit from the Transportation Maintenance Branch will constitute permission to perform the work, subject to the conditions attached to the permit.

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**Applicant's Name (Print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Transportation Maintenance Branch (W-12)**  
9029 Quartz Road, Building 1275, Whitehorse, Yukon, Y1A 4P9  
Phone: (867) 667-8250 Fax: (867) 667-3648