



## **PERMIT INFORMATION SHEET FOR SPECIAL EVENTS WITHIN A HIGHWAY RIGHT-OF-WAY**

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

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

1. The applicant shall provide the following required documents:

- **Completed and signed application form**, attach additional information as required to fully describe the proposed event;
- **A map** (scale 1:50,000) and/or detailed sketch indicating the location and extent of work;
- **\$100.00 Application Fee** (Cheques made payable to Government of Yukon; major credit cards and debit cards are accepted in Whitehorse or by phone);
- **Proof of insurance** must be provided, see following note #2.

**All 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. A joint site visit may be required.

**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.

3. Please note that the application process could take four to six (4 - 6) weeks to be approved, depending on the extent and complexity of the event and whether all required documents have been received.

4. If the request for the event is approved, a list of conditions will be assembled, specific to the event, and sent to the applicant. The applicant must read and agree to the conditions by signing and returning them to the Transportation Maintenance Branch. At this point, a permit will be issued. A copy of the original application, the permit and the signed conditions will be forwarded to the applicant. The permit will contain an expiry date.

5. The applicant is responsible to ensure the conditions of the permit are adhered to during the event.

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

**PERMIT APPLICATION FOR SPECIAL EVENT  
WITHIN THE HIGHWAY RIGHT-OF-WAY** *(please print)*

<b>Name of Applicant / Company:</b>				
<b>Complete Mailing Address:</b>				
<b>Phone Number &amp; Fax Number:</b>				
<b>E-mail address:</b>				
<b>DESCRIPTION OF EVENT:</b>				
<b>Proposed Schedule:</b> (Time / Date)				
<b>LOCATION OF EVENT: Highway/Road &amp; Kms</b> <i>(Right or left side is determined when looking in direction of increasing Kms)</i>				
<b>Highway Name:</b>	<b>Kilometre Location:</b> (from \ to)	<b>Right</b>	<b>Left</b>	<b>Road Surface</b>
Map Coordinates \ datum (if no km available):				
<b>Number of Participants:</b>			<b>Proposed Signage:</b> <i>(attach sketch)</i>	
<b>Number of Support Vehicles:</b>			<b>Number of Work Force on Hwy:</b>	
<b>TRAFFIC DETAILS:</b> (check Yes/No and provide details, if applicable)				
<b>Temporary Road Closure :</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:		
<b>Temporary Lane Closure:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:		
<b>Traffic Control:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:		
<b>Check Stop(s):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location(s):		
<b>Highway Crossing(s):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location(s):		
<b>Staging Area(s):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location(s):		
<b>Media Announcements:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Description:		
<i>I understand that this is an application only and approval to hold said event has not been given at this time. Receipt of the signed permit from the Transportation Maintenance Branch will constitute permission to hold said event, subject to the conditions attached to the permit.</i>				
<b>Applicant's Name (Print):</b>			<b>Date:</b>	
<b>Applicant's Signature:</b>				

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