
**INFORMATION SHEET FOR
PERFORMANCE OF WORK WITHIN A HIGHWAY RIGHT-OF-WAY**

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

LISTED BELOW IS THE APPLICATION INSTRUCTIONS AND PROCESS DESCRIPTION:

1. Please provide the following required documents:
 - Signed and completed attached application form;
 - A map (scale 1:50,000) and/or an air photo or detailed sketch indicating the location and extent of work;
 - \$100.00 Application Fee (*Cheques to be made payable to Government of Yukon*). We accept all major credit cards and debit cards. If in Whitehorse come into the office located at 9029 Quartz Rd, Bldg. 275.

All the above items are mandatory - the application process can not start 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 Rd, Bldg. 275 and provide all the required documents listed in Section 1.

2. Insurance is a requirement for work in a highway right-of-way. A copy of Liability Insurance in the amount of \$2 Million, naming the Government of Yukon as "*Additional Insured*" on the Insurance Policy, must be provided to the Transportation Maintenance Branch prior approval for the work.
3. Please note that depending on the extent and complexity of the work the application process could take more than 4 weeks to be approved.
4. If the work requires screening through Yukon Environmental and Socio-economic Assessment Board (YESAB) or other associated Permits such as Land Use Permits, copies of those authorizations will be required prior to the permit being issued.
5. Once the permit has been approved, applicant will be notified to read and sign the permit, agreeing to the conditions. Copies of the permit are forwarded to the applicant and work may proceed. If the permit is denied, the applicant will be notified. The permit will contain an expiry date.
6. The applicant will be responsible to ensure that the conditions of the permit are adhered to during the work.

**APPLICATION FOR
PERFORMANCE OF WORK WITHIN THE RIGHT-OF-WAY (Please Print)**

I understand that this is an application only and approval to perform said work has not been given at this time. Receipt of the signed permit from the Transportation Maintenance Branch will constitute permission to perform said work, subject to the conditions attached to the permit.

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

Location of Work:

(If applicable, note side of road – right or left side is determined when looking in direction of increasing Kms)

Highway Name:	Kilometre Location (from \ to)	Right	Left	Road Surface

Map Coordinates \ datum (if no km available):

Description of Work and or equipment to be utilized:

Type of Work: (check all that apply)

Installation of Utilities\Infrastructure		Road Maintenance (winter)	
Brushing\Clearing\Tree removal		Road Maintenance (summer)	
Earthworks (road surface)		Work on Roadway	
Earthworks (not road surface)		Work off Roadway	

Traffic Details: (check if applicable)

Temporary Road Closure		Temporary Lane Closure	
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Associated Permits and Screening: (check if applicable)

YESAA	#:	Other:	Type:
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Proposed Schedule:

Start Date:		Duration:	
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Applicant's Name:	
Applicant's Signature:	
Date:	