



Highways and Public Works
Voirie et Travaux publics

POLICY NUMBER 3.3
Revised April 2008

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.

PLEASE READ THE FOLLOWING INSTRUCTIONS AND DESCRIPTION OF THE PROCESS BEFORE COMPLETING THE FORM:

1. Provide the following list of required documents:

- Complete and sign the attached application form, attach additional information as required to fully describe the proposed event;
- A map (scale 1:50,000), and/or air photo or detailed sketch indicating the location and extent of work.;
- \$100.00 Application Fee (*Cheques payable to Government of Yukon*).

All the above items are mandatory and the application process can not start without them.

- In the communities contact the local Road Maintenance Foreman during normal working hours. Please provide the above required documents to the local Road Foreman. A joint site visit may be required.
- In Whitehorse come into the office located at 9029 Quartz Rd, Bldg. 275 and bring all the required documents listed in item 1. All major credit cards and or debit cards can be accepted in Whitehorse

2. Please note that the application process could take more than 4 weeks to be approved depending on the extent and complexity of the event, and whether all required documents have been received.

3. Insurance is a requirement for work in a highway right-of-way. Provide a copy of Liability Insurance, \$2 Million, naming the Government of Yukon as "*Additional Insured*" on the Insurance Policy. Proof of insurance must be provided to the Transportation Maintenance Branch prior to the event.

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 sign the conditions and return 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.

**APPLICATION FOR
SPECIAL EVENT WITHIN THE RIGHT-OF-WAY (please Print)**

I understand that this is an application only and approval to perform 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.

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

<u>DESCRIPTION OF EVENT:</u>			
<u>Location of Event: (Highway/Road/Kms) (Right or left side is determined when looking in direction of increasing Kms)</u>			
Number of Participants:		Proposed Signage: (Attach Sketch)	
<u>Road Closure:</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<u>Traffic Control:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Location:</u>		<u>Location:</u>	
<u>Proposed Schedule:</u>			
<u>Check Stop(s):</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<u>Location(s):</u>
<u>Highway Crossing(s):</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<u>Location(s):</u>
<u>Staging Area(s):</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<u>Location(s):</u>
Number of Support Vehicles:		Number of Work Force on Hwy:	
Media Announcements: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>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.

Applicant's Name (Print):		Date:
Applicant's Signature:		