

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

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

1. The applicant shall provide the following 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 made payable to Government of Yukon, major credit cards and debit cards are accepted in Whitehorse.)

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

- **In the communities** contact the local Road Maintenance Foreman during normal working hours. 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 of the required documents listed in item # 1.
2. Please note that the application process could take four (4) to six (6) 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.
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 HIGHWAY RIGHT-OF-WAY (please print)**

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

**DESCRIPTION OF EVENT:
(Additional Information)**

Location of Event: *(Highway/Road Name & Kms)* (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
----------------------	---	--------------	-------------	---------------------

Attached: Yes No

Number of Participants:	Promotional Signage: <i>(Attach Sketch)</i>
--------------------------------	--

Traffic Details: (check if applicable)

Temporary Road Closure: Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:
---	------------------

Temporary Lane Closure: Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:
---	------------------

Traffic Control: Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:
--	------------------

Proposed Schedule:

Check Stop(s): Yes <input type="checkbox"/> No <input type="checkbox"/>	Location(s):
--	---------------------

Highway Crossing(s): Yes <input type="checkbox"/> No <input type="checkbox"/>	Location(s):
--	---------------------

Staging Area(s): Yes <input type="checkbox"/> No <input type="checkbox"/>	Location(s):
--	---------------------

Number of Support Vehicles:	Number of Work Force on Hwy:
------------------------------------	-------------------------------------

Media Announcements: Yes <input type="checkbox"/> No <input type="checkbox"/>	Description:
--	---------------------

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:

If help is required to complete this form, please contact:
Transportation Maintenance Branch (W-12)
Phone: (867) 667-8250