



Highway Use Permit Application – Temporary Street Use

District of North Vancouver
Transportation Engineering
355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2450 or Email: hup@dnv.org
Form submission: Submit to address above or Fax: 604-987-7185

COMPLETION: To ensure legibility, please complete (type) online then print and submit to the department and address indicated above.

For office use only _____

Applicant Information

Applicant (Please select): Contractor Owner Tenant

Name and Company: _____

Address _____ Postal Code _____

Phone (Business/ Work site) Alternate Fax Email

Building permit number if applicable: _____

Street Use Information

Purpose: _____

Location of temporary street use: _____

Check all that will be impacted:

Full road Partial road Alley/ Lane Bike lane Sidewalk Boulevard

Duration of Activity

Requested start date: _____ Requested expiry date: _____

Time from: _____ a.m. p.m. Time to: _____ a.m. p.m.

Parking Clearance

Do you require the District to remove existing parking or reserve a parking area for your permit request? (\$50 per sign, minimum \$100 charge for signage)

Yes No Length of parking removal (show on map): _____ (m)

Street location: _____ From: _____ To: _____

Side of street: _____

The following documents must accompany this form:

- Map and/ or temporary traffic management/ control plans;
- Proof of insurance (see additional information below for requirements);
- Proof of valid District of North Vancouver Business Licence

Additional Information

The permit will be issued on terms and conditions established by the District from time to time including the following:

1. Provide a minimum of seven (7) business days' notice prior to the commencement of the permit;
2. Provide evidence of comprehensive general liability insurance, including contractual liability and not-owned auto liability insurance in the amount of \$5,000,000.00. The Policy must name the District of North Vancouver as an additional insured insofar as the District's legal liability arises out of the operations of the insured. The Policy is in full force and effect and shall not be cancelled, terminated, materially altered or allowed to expire unless thirty (30) days prior written notice has been given to the District;
3. Provide proof of a valid District of North Vancouver Business Licence if applicable;
4. Submit a traffic management/control plan for approval prior to the issuance of the permit when deemed necessary by the District Engineer. The traffic management/control plan must be prepared in accordance with the Traffic Control Manual for Work on Roadways and meet the approval of the District Engineer;
5. Prepare and distribute notification to all affected property owners and business operators, complete with a copy to the Engineering Transportation if required;
6. Fees as per Fees and Charges Bylaw #6481
7. If parking clearance is required, pay fee for installing parking clearance signage. Signs are under Transportation Fees of the Fees and Charges Bylaw #6481, with a minimum of two (2) signs per zone. Total number of signs will be based on length of zone required;
8. Deposit with the District a letter of credit or certified cheque in the amount deemed necessary by the District Engineer which may be used by the District for costs incurred by the District; including legal and administrative costs arising directly or indirectly out of a breach of this permit, or the repair or replacement of District streets and facilities if required;
9. If an extension of the permit is anticipated, applicant must contact the Transportation Engineering department for approval. To avoid paying additional application fees, minimum five (5) business days' notice is required.

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 West Queens Road, North Vancouver.