

WORK IN RIGHT-OF-WAY NOTIFICATION FORM

Application must be submitted if work is taking place within any City right-of-way including roadways, parks, lanes, sidewalks and walking paths.

Note: Application should be submitted at least 3 business days prior to planned work.

APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

City of Fort St. John Business Licence Number: _____

Mailing Address: _____

Contact Phone Number: _____ Email: _____

LOCATION OF WORK

Closest Civic Address: _____

Road Name: _____ between _____ and _____

Detailed description of the works involved in this application (eg. Utility Installation, Environmental Drilling): _____

Work to begin: _____ Work to be completed by: _____

SITE PLANS, DRAWINGS AND DOCUMENTATION:

Provide the following drawings in hard copy (maximum size 11x17) or digital, illustrating the following:

- Location of works (conduit, wells, poles, etc.)
- Traffic/Pedestrian management plan, if obstructing roadways, sidewalks or walking paths (must meet Worksafe BC Standards)
- Work Schedule

APPLICATION CHECKLIST FOR SUBMISSION:

- All sections of this application form have been completed
- Detailed site plans and documentation are included

Work schedule is attached

DECLARATION:

I/We hereby make application for a Work Notification/Lane Closure Request and also declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief, true and correct in all respects.

I/We hereby agree that any repairs due to damage or restoration requirements will be our responsibility following completion of the work.

APPLICANT SIGNATURE

DATE

Applications can be submitted to:

Planning & Engineering
10003 110 Avenue
Fort St. John, BC V1J 6M7
(250) 794-3263
developmentservices@fortstjohn.ca

Only complete applications will be accepted for processing, as verified by Planning & Engineering Staff.

Any work started without proper permits and authorizations may be subject to fines as outlined in current City of Fort St. John Bylaws.

Additional information may be required when works are completed.

FOR OFFICE USE ONLY:

Date Received: _____

Application Complete: Y / N