



City of Fort St. John
10631 – 100th Street
Fort St. John BC V1J 3Z5
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www.fortstjohn.ca

WORK NOTIFICATION/ LANE CLOSURE REQUEST

Application must be completed if work is taking place within any City rights of ways. A Traffic/Pedestrian management plan must be submitted if works are taking place in a roadway, sidewalk or walking path.

SECTION 1: LOCATION OF WORK

Closest Civic Address _____

Road Name _____ between _____ and _____

Detailed Description of the Works Involved in this Application: (e.g: utility installation, environmental drilling)

Work to begin _____ Work to be completed by _____

SECTION 2: APPLICANT INFORMATION

Applicant Name _____

Company Name _____

Applicant Address _____ City _____ Prov. _____ Postal Code _____

Applicant Contact Phone Number _____ Email _____

SECTION 3: SITE PLANS, DRAWINGS and DOCUMENTATION

Provide two sets of the following drawings (maximum size 11x17) and digital copy (pdf or dwg) and/or drawings illustrating the following:

- 1) Location of works (conduit, wells poles etc)
- 2) Traffic/pedestrian management plan if obstructing roadway or walking paths/sidewalks
- 3) Work Schedule
- 4) Additional information may be required when works are completed.

SECTION 4: APPLICATION CHECKLIST FOR SUBMISSION

- I have completed all sections of this application form
- I have included two detailed site plans as required in Section 3
- I have included the work schedule

PLEASE NOTE: Your application will not be considered unless the above checklist is complete.
Additional information may be required when works are completed.

SECTION 5: 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.

DATED this _____ day of _____, 20_____.

X _____
 Signature of Applicant

 Please Print Name

Office Use Only			
Permit No. _____	Reviewed By _____	Accepted	Yes/No