



7030 Trans-Canada Highway
 Duncan, BC V9L 6A1 Canada
 www.northcowichan.ca
 T 250.746.3100
 F 250.746.3154

APPLICATION FOR HIGHWAY ACCESS PERMIT (Bylaw 2261)

(Attach to Residential Single & Duplex Building Permit)

Folio No.: _____

Construct a Highway Access Permit from:			
Lot:	Range:	Section:	Plan:
Civic Address:			
Applicant's Name:			
Mailing Address:			
Postal Code:		Telephone No.:	

I, _____ being the owner/agent of the above property, DO HEREBY APPLY for a HIGHWAY ACCESS PERMIT from the above-referenced property as shown on the attached sketch. I AGREE to construct a Highway Access in conformance with the "Access Standards" and conditions set out in the permit. I FURTHER AGREE to indemnify and save harmless the Corporation of the District of North Cowichan from any and all claims, demands, action, suits or other proceedings by anyone, made or brought against the Corporation by reason of, or arising out of the work covered by this application.

Signature: _____ Date: _____
 (Applicant)

Permit to Construct a Highway Access

Permission has been granted to construct a Highway Access from the above referenced property in accordance with the following conditions:

1. **As per drawing R11, attached.**
2. **Call for inspection of driveway grade preparation.**
3. **Ensure concrete wash or silt does not enter the roadway or drainage system. Refer to attached handouts.**
4. **No planting of any trees, shrubs or plants, other than grass, in the boulevard.**
5. **Contractor working within road right-of-way will be designated Prime Contractor per WorkSafe BC regulations. Contact the Engineering Department prior to working in the road right-of-way.**
6. **As per attached site plan**

Signature: _____ Date: _____
 (Director of Engineering and Operations)

For Separate Highway Access Permit Only , work must be inspected by the Engineering Department. Please contact: _____ at 250-746-31____	For Highway Access Permit Accompanying Building Permit No. _____ (This will be inspected by the Engineering Dept.) Approval of construction and release of deposit: _____ (Director of Engineering and Operations)
Driveway Permit Fee: \$25.00 Credit Account: 10-1-51610 (230) Street Sweeping Fee: \$50.00 Credit Account: 10-2-32315-9999 (210) Date: _____ Receipt No. _____	Damage/Cleanup/Performance Deposit: Residential One and Two Family: \$500.00/unit No. of units _____ x \$500.00 = \$ _____ Date: _____ Receipt No. _____ Credit Bond Account: 10-4-49212 (200) W.O. No. _____

Payee name and address: as above other _____

HIGHWAY ACCESS PERMIT

- (1) No person shall construct a boulevard crossing, including a curb, ditch, or sidewalk crossing, a driveway or other access to or from a highway without first obtaining a highway access permit from the Engineer.
- (2) An application for a highway access permit shall include:
 - (a) A detailed site plan showing the proposed access location and grade;
 - (b) an indemnification and release of the Municipality from and against all claims, damages, and costs which may arise out of the proposed work;
 - (c) payment of a permit fee of Twenty-Five dollars (\$25.00) to cover processing and inspection costs;
 - (d) payment of a refundable deposit of Five Hundred Dollars (\$500.00) per lot/unit to a maximum of Two Thousand Dollars (\$2,000.00) in the form of cash or cheque to be used by the Municipality to ensure that driveways are constructed to specification, and to meet the cost of repairing any damage which may be done to the highway during the proposed work;
 - (e) payment of a non-refundable deposit of Fifty Dollars (\$50.00) in cash or cheque, for a residential one or two family access, to be used by the Municipality to sweep the affected highway; and
 - (f) payment of a fee, equal to the amount of the actual costs of sweeping the affected highway, less the non-refundable deposit used by the Municipality to sweep the affected highway, where the actual cost is greater than the non-refundable deposit.
- (3) The Engineer may issue a highway access permit where the proposed work, undertaking, or construction is not detrimental to the public interest, taking into account the nature of the highway, existing and anticipated traffic, and benefit or inconvenience to the travelling public.
- (4) No highway access permit shall be issued for an access located within seven (7) meters of the intersection of any two highways and/or within seven (7) meters of an approved stop sign, measured parallel to the street line, whichever is greater.

