



ENGINEERING SERVICES
 1229 Esquimalt Road, Esquimalt, B.C., V9A 3P1
 Phone (250)414-7108 Fax (250) 414-7160
 www.esquimalt.ca

**ROAD ALLOWANCE
 OCCUPATION PERMIT**

Part 1 of 2

An application for Permit to Occupy the Road Allowance must be obtained by the Contractor, the Firm or the resident responsible.

File No.: 5400-07

Date: _____

NOTE: All data field must be filled out for the application to be processed. Please put N/A in any field that does not apply to this permit.

1. **Address of road/roads to be Occupied:** _____
2. **Type of Works to be done:** _____
 (Please list all house repairs, etc.)
3. **Approximate area of Occupation:** _____
 (eg. 18' Long x 10' Wide X 0.0929 = 16.722M²)
4. **Proposed Dates for Occupancy:** _____ = _____ **Days**
5. **Cost:** (for each sq.m of street – 0.075 cents/day) _____ **\$25.00/per day =** _____ **Cost**
6. **Contractor:**

Company Name	Contact Name
Address	
Phone No.	Cell No.

7. **Proof of Insurance:** (To be included with the application)

Valid Proof of Insurance Coverage is required before the Corporation of the Township of Esquimalt can approve works or activities on municipal property, road allowance and/or rights-of-way. Insurance must name the Corporation of the Township of Esquimalt as an Additional Insured.

8. **General Contractors Statement:** (Please check one)

We declare that we are the project general contractors and that all project work on the Township owned Rights-of-Way will be conducted under the permit for which this application is submitted.

Signature: _____

We declare that the permit for which this application is submitted will cover only a portion of the project work on Township owned Rights-of-Way, such as works being further described in “types of works” above.

Signature: _____

Personal Information Declaration: The information on this form is collected under the authority of the Municipal Act. The information provided will be used to apply for a permit to work in the Road Allowance only. If you have any questions about the collection and use of this information, please contact the Municipal Clerk.



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**ROAD ALLOWANCE
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Part 2 of 2

A Road Allowance Permit is required for permission to occupy any Municipal road allowance.
Applications must be made a minimum of 48 hours prior to the commencement of works.

Requirements:

- An application form must be completed in full;
- A plan drawn to scale (metric) showing the municipal property that is to be occupied; and
- Submission in writing indicating the address of proposed occupancy, a description of the occupancy including the dimensions and number of days of occupancy.

Contact: Engineering & Public Works 250-414-7108

Distribution List:

- Esquimalt Fire Department [fax: 250-414-7115]
- Police Department [West Division] [fax: 250-995-7508]
- Police Department [City of Victoria] [fax: 250-995-7450]
- Military Police [where applicable] [fax: 250-363-4037]
- BC Transit [Operations] [fax: 250-995-5642]

ROAD OCCUPATION PERMIT

Permit No. _____

Issued Date: _____

Reviewed By: _____

Date: _____

Approved By: _____

Date: _____

Other Requirements:

Office Use Only

Date Received	
Received By	
Receipt No.	
Permit No.	Approved: