

# Road Occupancy Permit Application

The Road Occupancy Permit is issued pursuant to the City's "Streets, Traffic and Parking Bylaw No. 4044, 2021" for all works within City road right of ways; including sidewalks, boulevards and unconstructed right of way.

**Application for this permit must be obtained a minimum of 72 Hours prior to the activity commencing.**

**A Performance Deposit is required for work requiring significant repair to the road surface and boulevard, for more information, see *Excavation Requirements* document.**

Please complete the application and forward together with a "Works Map" and "Traffic Control Plan" (if applicable) and "Insurance Certificate" to:

**City of Cranbrook, City Hall  
40-10<sup>th</sup> Avenue South  
Cranbrook, BC V1C 2M8  
Fax: (250) 489-1828**

Please direct all inquiries to:  
[Engineering.Permits@cranbrook.ca](mailto:Engineering.Permits@cranbrook.ca)

## APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_ Name of Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Cell: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Person During Work (if different than above): \_\_\_\_\_ Contact Cell (must be available during work activity): \_\_\_\_\_

## ACTIVITY INFORMATION

Type of Activity	<input type="checkbox"/> Service Repair or Install (Water/Sewer)	Bldg. Exterior Renovations	Shallow Utility	Overhead Utility
	<input type="checkbox"/> Access Construction	<input type="checkbox"/> Container Replacement	<input type="checkbox"/> Other (Specify): _____	

Activity Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity Location (Street Name(s), Civic Address(es): \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

Occupation Hours: \_\_\_\_\_ Occupation on Weekends, Holidays or between 4:30 pm and 8:30am (requires special approval)

Works Map Attached

**All applications must include a map including the following: location, street names, traffic control and barricades, location of installation and any other details specific to the event. NOTE: A \$50.00 application fee is due upon receipt of this application.**

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

## TRAFFIC IMPACT

No Impact   
  Sidewalk Closure   
  Parking Impact<sup>1</sup>   
 Lane Closure (Single)   
 Full Road Closure<sup>2</sup>

<sup>1</sup> Applicants may be required to pay for any occupied metered parking stalls.

<sup>2</sup> Only permitted if work cannot be completed using single lane closure. Applicant must provide 48 hours written notification to all emergency services (RCMP, Fire, Ambulance) and 1 week written notification to BC Transit for any Full Road Closures on bus routes.

Any application affecting travelled lanes requires a Traffic Control Plan to be submitted. Traffic control equipment, arrangements and procedures must meet the requirements of the latest edition of the Traffic Control Manual for Work on Roadways issued by the Ministry of Transportation as well as all applicable WCB Standards. The Plan must include company name, diagrams, signage, procedures and list of licensed TCP's if applicable. Applicant must provide 1 week written notification to BC Transit for any activity obstructing bus stops. All written notifications shall be copied to the Contract Administrator as well as emailed to roads@cranbrook.ca.

Traffic Control Plan Attached

## INSURANCE REQUIREMENT

### MANDATORY REQUIREMENT

Prior to the approval of a Road Occupancy Permit, the City of Cranbrook requires the applicant proposing to occupy the right of way provide an executed copy of a Certificate of Liability Insurance which includes the following:

- \$2,000,000 (two million dollars) Comprehensive General Liability with inclusive limits for bodily injury and property damage liability;
- cross liability clause;
- valid for dates of work;
- the City of Cranbrook named as an additional insured;
- indication of when the insurance shall commence prior to the use of event facilities and indication of when the insurance shall end after the event, allowing additional time for set up, practice, and clean up.

Insurance Certificate Attached                      -OR-                      Certificate on file at City

**I have read, understood, and agreed to the requirements of this permit, including GENERAL CONDITIONS**

Name of Applicant	Signature	Date
<b>OFFICE USE</b>		
Road Occupancy Permit File Number: 4525.25._____	Date Received:	Application Fee of \$50.00 paid on:
Documents Received: <input type="checkbox"/> Activity Map	Traffic Control Plan (if applicable)	<input type="checkbox"/> Insurance Certificate
Performance Deposit Required: \$ _____	<input type="checkbox"/> Deposit Submitted in approved format	Deposit Submit Date: _____
<input type="checkbox"/> Approved (permit issued, for start date and time indicated on page 1)		<input type="checkbox"/> Denied (state reason below)
Date: _____	City Engineer: _____	
Comments: _____ _____ _____		

## ROAD OCCUPANCY PERMIT – GENERAL CONDITIONS

1. All work must comply with the most recent version of the City of Cranbrook's Subdivision and Development Servicing Bylaw and MMCD Platinum Edition Standards, along with other applicable bylaws.
2. Applicant is responsible for locating and marking all utilities and notification and approvals from all applicable utility agencies or private utility owners. This includes BC One Call and City of Cranbrook Utilities.
3. The applicant assumes all responsibility of existing site conditions within the location of proposed works. Any pre-existing conditions may be field verified/recorded by the City's Engineer by request at least 24 hours prior to commencement of works.
4. When concrete or asphalt restoration is required, the City Engineer must be notified 48 hours prior to commencement of work.
5. This permit is not valid until signed by the City of Cranbrook's Engineer and a copy of this permit, including attachments and utility locates must be on site at all times.
6. Construction plans must be submitted with this permit, when required.
7. Positive drainage shall be maintained during the course of the work.
8. All utilities shall be protected and supported, to the satisfaction of the utility concerned.
9. All road surfaces and sidewalks shall be kept clear of obstructions and/or debris, to avoid hazard or inconvenience to the public.
10. Mud tracking or dust nuisance shall not be allowed. Any accumulation must be cleaned from the road and/or shoulders immediately. Cleaning or Dust Control instructions may be given by City of Cranbrook Engineer or Director of Public Works if at any point it becomes a nuisance or safety concern.
11. The Applicant shall not cut, trim or interfere with any trees in the right-of-way without City of Cranbrook approval.
12. All changes and/or deviations from the submitted approved permit shall be subject to re-approval from the City of Cranbrook.
13. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary closing of an access to homes and businesses, or a temporary interruption of any utility.
14. Additional public notice via newspaper, radio or other forms of communication may be required for projects determined by the City of Cranbrook to have significant impact.
15. Applicant will be required to pay all fees related to the occupation or use of public parking stalls related to the permitted work.
16. The applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights, necessary for the protection of the public and the safe operation of the installation, at the applicant's own expense as per the latest edition of the Traffic Control Manual for Work on Roadways issued by the BC MoTI as well as all applicable WCB Standards.
17. The applicant is responsible for repairing any damage to City infrastructure caused by the Road Occupancy Permit activity.
18. Any planned work that will result in fire hydrants out of service (e.g., unsafe access due to trenches/excavations) must be reported in writing or via email ([fire.prevention@cranbrook.ca](mailto:fire.prevention@cranbrook.ca)) directly to the Cranbrook Fire Department with 48 hours advanced notification, including a map of all Affected Hydrants and Affected Roads. Upon arrival of the closure date the hydrant(s) shall be temporarily closed. Closing a hydrant can be done by putting a sign 'hydrant closed' in front of the hydrant or a non-transparent bag securely over the entire hydrant. Once safe to access again this sign/bag shall be removed, followed by notifying the Cranbrook Fire Department writing or via email. All written notifications shall also be copied to the Contract Administrator as well as emailed to [roads@cranbrook.ca](mailto:roads@cranbrook.ca). In emergency situations, unplanned situations, or after regular hours, the contractor must call the Fire Department at 250-426-2325 and report the road closure or fire hydrant outage directly to the Officer in Charge, and also report when the disruption has ended.

### **Performance Deposit (held for 12 months to ensure performance of significant repairs of road surface and boulevard)**

19. Any repairs required during the Performance Deposit period shall be undertaken by the applicant at their own expense.
20. The Applicant must provide written notification of completion of work to the City of Cranbrook in order to establish the start of the **12 Month Performance Deposit Period**. An interim inspection will also occur to ensure conformance with permit.
21. A written request for the return of Performance Deposit must be provided to the City of Cranbrook at the end of the Performance Deposit Period in order to arrange for a final inspection.
22. The applicant accepts the City's right to perform any necessary remedial work caused by the applicant's operation, subject to the following conditions: a) The City will give the applicant not less than forty-eight (48) hour's notice of any remedial work required, except for emergency work. b) If at the expiration of the time allowed, the applicant or his/her contractor has not commenced remedial work to the City's satisfaction, the City of Cranbrook may undertake to have this work done by whatever means it deems necessary utilizing the performance deposit funds supplied by the applicant.