

**APPLICATION FOR PERMISSION TO CONSTRUCT WORKS  
Within Highway Right-of-Way**



*I/We hereby apply for permission to construct the following described works within the right-of-way of Highway, within the City of Terrace, in accordance with the particulars, plan and specifications submitted herewith.*

**Construct a driveway access at**

**Civic Address:**

**Requested Access Width:**

**As per the attached plan**

*I/We understand that the submission of this form constitutes an application only and the works may not be commenced unless and until a permit is received.*

PRINT

Name: \_\_\_\_\_ Signature \_\_\_\_\_

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

Application Date: \_\_\_\_\_, 20\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ \ \_\_\_\_\_ Fax: \_\_\_\_\_

Permit to be: Mailed  Emailed:  Phone/Hold for pickup

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at (250) 638-4721.*

**FOR CITY USE ONLY:**

Legal Description	Lot	Blk	Plan	D.L.
Registered Owner				

**Special Notes:**

- 1. A refundable deposit of \$1000 is required for Works within Highway Right-of-Way (payable at time of building permit application). The deposit will be forfeited if works are not satisfactorily completed prior to expiry of the building permit. To receive you deposit back, please contact Public Works department 250-615-4021 or email [pw@terrace.ca](mailto:pw@terrace.ca) and book an appointment for Engineering tech to perform a site visit.*
- 2. This permit is valid for the driveway location and configuration as submitted with the Building Permit. Any contemplated changes will require re-application.*
- 3. All boulevard area fronting property, other than driveway, shall be finished with 100mm of top soil and seeded lawn.*
- 4. The Permittee shall be responsible to promptly remove any construction debris / soil that has been tracked or spilled on the roadway / sidewalk surface. Debris / Soil removal will be accomplished without damaging the surface, using dustless sweeping methods.*

Approval: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_ No. \_\_\_\_\_