

TOWN OF SMITHERS

Highway Use Permit Application

Use this form to request permission to occupy or perform work within a Town right-of-way, including streets, lanes, sidewalks, and boulevards. Submit a complete application package at least 5–10 business days before the desired start date. A complete package includes the application form, applicable fee, site sketch, Traffic Management Plan if any lane, sidewalk, bike lane, parking, or pedestrian route may be affected, and proof of insurance where required.

Application fee: \$55, non-refundable and payable on submission. The Town may also require a refundable security deposit to secure restoration or repair of Town property. The security deposit amount, if required, will be determined by the Town based on the nature and risk of the proposed work.

Approval of this application is not guaranteed. Work may not begin until the Town has issued the permit and any required approvals, deposits, insurance certificates, traffic control plans, or external agency permits have been accepted by the Town.

1. APPLICANT & OWNER INFORMATION

Applicant: (company/individual) - primary contact	Registered property owner (if different from applicant)
Mailing address / City / Postal Code	Mailing address / City / Postal Code
Phone:	Phone:
Email:	Email:
Contractor (incl. Town of Smithers Business license No.)	24-hour site contact (name & phone)
Authorized agent (attach authorization if not owner)	Property Folio # (if applicable)

Town Of Smithers - Highway Use Permit Application

2. PROJECT & LOCATION

Civic address(es) and nearest cross street(s)
Type of activity (check all that apply): ☐ Excavation/trench ☐ Utility install/repair ☐ Driveway/curb work ☐ Temporary closure/detour ☐ Sidewalk/boulevard occupancy ☐ Signs/displays/seating ☐ Monitoring/sampling well ☐ Other: _____
Describe the proposed works/occupancy (scope, purpose, methods, equipment):
Depth of excavation (m), trench length (m), and method of shoring (if applicable):
Will work occur on/near a Provincial highway? ☐ No ☐ Yes → Attach MOTI permit # and contacts

3. DATES & WORKING HOURS

Proposed start date (YYYY-MM-DD)	Proposed completion date (YYYY-MM-DD)
Daily working hours (e.g., 7:00–19:00)	Work outside noise bylaw hours? ☐ No ☐ Yes → Attach noise exemption request
Anticipated restoration date	Seasonal constraints (e.g., winter paving)

Town Of Smithers - Highway Use Permit Application

4. TRAFFIC, PEDESTRIAN & PARKING IMPACTS

Check all that apply and attach a Traffic Management Plan (TMP) when any lane/sidewalk/bike lane is impacted:

- ☐ No impacts (work entirely off travelled way/boulevard with no closures)
- ☐ Full road closure ☐ Single-lane alternating traffic ☐ Shoulder/lane closure
- ☐ Sidewalk closure ☐ Multi-use path/bike lane impact ☐ Flaggers
- ☐ School zone impact ☐ Temporary 'No Parking' signage ☐ Emergency access maintained
- ☐ Detour route and signage ☐ Work near transit stop
- ☐ On-street parking impacts (# stalls: _____)

5. UTILITIES, LOCATES & ENVIRONMENTAL PROTECTION

BC 1 Call / utility locates requested? ☐ Yes ☐ N/A Ticket #: _____ Date: _____

Working within 1 m of buried utilities? ☐ Yes (identify utility & method) ☐ No

Erosion & sediment control measures (describe):

Groundwater/dewatering anticipated? ☐ Yes (discharge method) ☐ No

Tree protection required? ☐ Yes (attach plan) ☐ No

Contaminated soils known/suspected? ☐ Yes (attach management plan) ☐ No

6. ATTACHMENTS CHECKLIST (SUBMIT WITH APPLICATION)

- ☐ Scaled site plan / sketch showing work area, adjacent features and dimensions
- ☐ Traffic Management Plan (TMP) meeting BC 'Traffic Management Manual for Work on Roadways'
- ☐ Certificate of Insurance (CGL) naming the Town of Smithers as additional insured (\$2M minimum)
- ☐ WorkSafeBC coverage confirmation
- ☐ Security/cash deposit (if required by Town)
- ☐ Contractor business license (if applicable)
- ☐ MOTI Highway Use Permit (if on/affecting Provincial highway)
- ☐ Notifications plan to adjacent residents/businesses (if closures or access impacts)
- ☐ Noise bylaw exemption request (if proposing work outside permitted hours)
- ☐ Restoration details and materials (asphalt/concrete/landscape)

Town Of Smithers - Highway Use Permit Application

7. INSURANCE & SECURITY

Where required by the Town, the applicant must provide a Certificate of Insurance confirming Commercial General Liability coverage of at least \$2,000,000 per occurrence, or \$5,000,000 per occurrence for higher-risk activities, as determined by the Town. The Town of Smithers must be named as an additional insured. Where vehicles are used as part of the permitted activity, automobile liability coverage of at least \$5,000,000 must be maintained. The Town may require additional coverage or higher limits depending on the nature and risk of the activity.

Commercial General Liability insurer / policy #	Policy limit and expiry date
Security deposit amount (if required)	Receipt # / date
Additional insured wording includes: 'Town of Smithers'	Initial to confirm: _____

8. APPLICANT DECLARATION & INDEMNITY

I/we certify the information in this application is true and complete. I/we will comply with the Town of Smithers Highway Bylaw and all permit conditions, including approved plans, Traffic Management Plan, safety requirements, and restoration standards. I/we agree to release, indemnify and save harmless the Town of Smithers from all claims, demands, losses and damages arising out of or connected with the permitted works or occupancy, except to the extent resulting from the Town's negligence.

Applicant name (print)	Signature / Date
Owner authorization (print & sign if applicant is not owner)	Signature / Date

Privacy: Personal information is collected under s.26 of the Freedom of Information and Protection of Privacy Act and will be used for permit administration. Questions about the collection of personal information can be directed to Corporate Services, Town of Smithers (250-847-1600).

Town Of Smithers - Highway Use Permit Application

INTERNAL USE ONLY – TOWN OF SMITHERS

Permit #	Folio #
Effective date	Expiry date
Security deposit received: \$ _____	Inspection(s) required:
Conditions of approval:	
Engineer (name/signature/date)	
Permit closed (date)	deposit returned (date/amount)

Town Of Smithers - Highway Use Permit Application

Sketch of Proposed Use within Highway Right-of-Way (attach additional pages if needed)