



## WORK ON CITY PROPERTY Application

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### APPLICATION PROCEDURES FOR WORKING ON OR WITHIN CITY STREETS, SIDEWALKS, RIGHTS-OF-WAY AND PROPERTY

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**Applications should be submitted a minimum of two weeks prior to the requested work date.**

**SUBMITTING YOUR APPLICATION:** Please fill out the permit application (attached) and ensure to include an e-mail address, work phone number, and cell number. In addition to providing all the information required in the application form you **must** provide the following supporting documents:

- A copy of your *insurance certificate* for a minimum of two million (\$2,000,000) comprehensive general liability naming the City of Duncan, 200 Craig Street, Duncan, BC as an additional insured. If the City has a copy of your active insurance certificate on file, please **indicate on the application form**;
- A *drawing or sketch* of the work to be done; and
- A copy of your *WorkSafe BC* clearance letter if you are a contractor.

**PAYMENT:** Please drop off your completed application form and supporting documentation along with your fifty-dollar (\$50) application fee at Duncan City Hall, 200 Craig Street, during regular business hours. Alternately, you may email a copy of the application form and supporting documents to [finance@duncan.ca](mailto:finance@duncan.ca) and mail a cheque to City Hall or leave it in one of the drop boxes outside of the doors. Alternately, credit card payments can be made online at [www.duncan.ca/city-hall/online-payments/](http://www.duncan.ca/city-hall/online-payments/).

**APPLICATION PROCESSING:** Applications will be reviewed and processed once payment is received and all required documents, including insurance certificate, have been submitted to City Hall.

**DAMAGE DEPOSIT:** After the application is processed the City may ask for a damage deposit or additional fees (if required). If a damage deposit or any additional fees are required, the additional fees must be paid before the application can be approved and work commence.

**PERMIT APPROVAL:** Once the permit is approved, the City will advise the applicant and email a copy of the permit to the address provided on the application form.

Questions or concerns regarding Work on City Property can be directed to Public Works, Engineering  
Department: 250-746-5321

**\*\*\*\*\*Please note that work cannot commence without an approved work permit\*\*\*\*\***



WWROW: \_\_\_\_\_

# WORK ON CITY PROPERTY Application

## APPLICANT INFORMATION

Name:	Organization:	
Address:	City:	Postal Code:
Phone:	Cell:	
Email:	24 Hr. Emergency No:	

Is the applicant the same as the owner? Yes  No  If no, please complete an Authorization of Agent form

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.

## WORK & LOCATION DETAILS

Owner/Occupant:	Street Address:	
Start Date:	Completion Date:	Estimated Value of Work:
Hours of work each day:		
Requesting Placement of Waste Container (\$10 per day) <input type="checkbox"/>	From:	To:
Requesting Use of Parking Stalls (\$10 per day per stall*) <input type="checkbox"/>	From:	To:
<i>(*per Fees and Charges Bylaw, \$15 per day per stall over 5 stalls)</i>		
Description of work:		
Description of Street/Sidewalk Closure Necessary (or drawing attached):		

## SUPPORTING DOCUMENTS

- Proof of Liability & Property Damage Insurance of not less than two million dollars (\$2,000,000) naming the City of Duncan as additional insured
- Two sets of drawings detailing proposed construction & location
- Copy of WorkSafe BC Clearance Letter (if you are a contractor)

## SIGNATURE

In consideration of the granting of this permit, I/we agree to release and indemnify the City of Duncan, its Council Members, employees and agents from and against all liability, demands, claims, causes of actions, suits, judgements, losses, damages, cost, expenses of whatever kind which I/we or any other person, partnership or corporation of my/our/their respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification, approval, enforcement or failure to enforce the City of Duncan bylaws and I/we agree that the City of Duncan owes me/us no duty of care in respect of these matters.

_____ Name	_____ Signature	_____ Date
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## CONDITIONS OF APPROVAL:

In the event a permitted encroachment on City property is for the exclusive, sole use of a property or property owner, the City shall issue an encroachment agreement to the property owner permitting the encroachment and may require sufficient liability insurance to protect the City's interests. In the event such required insurance is permitted to lapse by the property owner, the City may remove the encroachment at the property owner's expense.

Prior to the commencement of construction, the contractor shall:

- Arrange for Certified Traffic Control personnel to direct traffic;
- Obtain from the appropriate authorities all underground service information within and adjacent to the construction site in order to locate and to protect existing pipes or ducts forming part of any sewer, water, drain or other public utility;
- Arrange a site meeting with the City's Public Works Department and other involved with the work;
  - Not required if initialed by Public Works
- Upon commencement of work the contractor shall proceed with due diligence.
- All work shall be constructed in compliance with the City Bylaws and with any conditions, restrictions and regulations as may be imposed by the City's Public Works Department.
- All work is to be done in compliance with the Worker's Compensation Act (Work Safe BC).
- The contractor shall be responsible for all damage which may arise as a result of his operations and shall make good such damage at his expense.
- If the contractor fails to repair the damage, the security amount provided by the contractor shall be forfeited and be used to have the repairs done by the City in which case the contractor will be charged the actual construction and installation costs required to complete the repairs including an administration charge.
- **Additional Conditions:** \_\_\_\_\_

**AUTHORIZATION**

**Proof of Liability and Property Damage Insurance of not less than two million dollars (\$2,000,000) naming the City of Duncan, 200 Craig Street, Duncan, as an additional insured is attached.**

**RISK MANAGEMENT APPROVAL / WAIVEMENT**

\_\_\_\_\_  
**Director of Finance**

\_\_\_\_\_  
**Date**

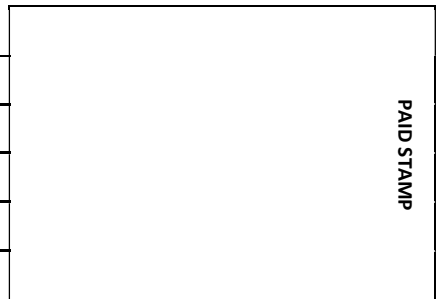
**Permission to commence is hereby given upon satisfactory receipt of the foregoing and subject to the terms and conditions outlined above.**

\_\_\_\_\_  
**Manager of Engineering**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY:**

Application Fee (MS-WORKAPP)	\$50.00		
Security Amount (MS-DAMDEP)	\$	Received	<input type="checkbox"/>
Waste Container Fee (MS-WASTE)	\$	Received	<input type="checkbox"/>
Parking Stall Fee (MS-PRKPCON)	\$	Received	<input type="checkbox"/>
Other:	\$	Received	<input type="checkbox"/>



**NOTIFICATION:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Press (Radio, Newspaper) | <input type="checkbox"/> RCMP                 | <input type="checkbox"/> Duncan Fire               |
| <input type="checkbox"/> Downtown Duncan BIA      | <input type="checkbox"/> BC Ambulance Service | <input type="checkbox"/> Building Inspector        |
| <input type="checkbox"/> Transit                  | <input type="checkbox"/> North Cowichan Fire  | <input type="checkbox"/> Bylaw Enforcement Officer |

**Notification Provided On:** \_\_\_\_\_

**Notification Provided By:** \_\_\_\_\_

**RMS: 4520**

**DAMAGE DEPOSIT RELEASE**

By signing below, I \_\_\_\_\_ confirm that the damage deposit for the above permit can be released.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**