



## Work in City Right of Way Application

Public Works/Engineering Dept. | 616 Okanagan Ave. E. | Penticton B.C. | V2A 3K6

Tel: 250-490-2500 | Email [publicworks@penticton.ca](mailto:publicworks@penticton.ca)

[penticton.ca](http://penticton.ca)

### To construct, use, and maintain works within a Public Right of Way pursuant to Bylaw No. 2025-01:

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

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

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- **Permit Fee - \$180.00 + GST (\$9.00) = \$189.00 (if applicable)**..... ☐ (acct. # GL REC333-001)

- **\*\*\$3,000,000 Liability Insurance** ..... ☐

It is understood that the completion of this form constitutes an application only, and the works applied for will not commence until this permit has been approved, and notifications both to the City and the public are issued.

Location of Works: \_\_\_\_\_ Drawing No.: \_\_\_\_\_ Application Job No.: \_\_\_\_\_

Start of Proposed Works\*: \_\_\_\_\_ Completion Date\*: \_\_\_\_\_  
M D Y M D Y

- \* Prior to starting any work, a minimum of 48 hours e-mail notice must be given to the Public Works Department ([publicworks@penticton.ca](mailto:publicworks@penticton.ca)). The City may have their own works to coordinate in conjunction with this permit. The Public Works Department will notify those parties on the City of Penticton Road Closure distribution list
- \* Should the start date and time of the work change from that shown above on this Permit, the Applicant shall apply for such change by e-mailing the Public Works Department at [publicworks@penticton.ca](mailto:publicworks@penticton.ca). The Applicant will be advised if the revised start date and time is approved and no work is to commence without such approval. Scheduling may be restricted with respect to summer traffic, bus routes, other project coordination, or the seasonal availability of hot mix asphalt. Scheduling conflicts with other events or road closures may require a new Work in City Right of Way application. The Public Works Department will notify those parties on the City of Penticton Road Closure distribution list of this change.

A Construction Road Closure permit is required for all work associated with an approved Work in City Right of Way Permit. Please fill out the [Construction Road Closure application](#) and submit it to [publicworks@penticton.ca](mailto:publicworks@penticton.ca) a minimum of 7 days prior to work commencing.

Description of Works: \_\_\_\_\_

#### TYPE OF WORK

Underground: ☐ \_\_\_\_\_ Road ☐ \_\_\_\_\_ Gas ☐ \_\_\_\_\_ Other ☐ \_\_\_\_\_

Aerial: ☐ \_\_\_\_\_ Sidewalk ☐ \_\_\_\_\_ Telecommunications ☐ \_\_\_\_\_

The drawings submitted shall consist of a key-map, general details and plan profiles, with the following:

1. The legal boundaries of all road allowances or easements and adjacent legal lot descriptions and address.
2. The proposed utility location (horizontal and vertical) related to legal boundaries and any existing utility and surface features within the public right-of-way.
3. The details of all trench depths, backfill and patching dimensions, vaults, manholes, poles, boxes, bridges, culverts, walls, concrete or other structures to be constructed with standard drawing specifications where applicable.

#### \*\*INSURANCE REQUIREMENTS

The minimum liability insurance requirements are as follows:

1. \$3,000,000 comprehensive general liability policy with inclusive limits for bodily injury and property damage liability including coverage for workers.
2. Cross-liability clause;
3. City of Penticton is named as Additional Insured;
4. 30 days prior written notice of cancellation or material change;
5. Waiver of subrogation in favor of the City of Penticton, its elected officials, officers, employees, agents, and volunteers.
6. Executed copy of Certificate of Insurance, 10 days prior to the event

Note: The Applicant/company should be advised that they are fully responsible to determine their own additional insurance coverage they may require, if any; including Workers Compensation which is necessary and advisable for their own protection and/or fulfill their obligations in organizing the works including protection of the municipality.

## **Permit General Conditions**

### **1.0 Notification/Road Closures:**

- 1.1 **BC One Call: 1-800-474-6886**
- 1.2 **Rogers Cablesystems:** for locates contact **Dig Rogers:** [www.digrogers.ca](http://www.digrogers.ca). **Other inquiries, contact the Planning Department at** [ProjectManagerBCInterior@sjrb.ca](mailto:ProjectManagerBCInterior@sjrb.ca)
- 1.3 Any existing utilities, electrical, fiber optics, water and sanitary services, hydrants, valves, etc., shall be located through 'BC One Call' 1-800-474-6886, prior to construction and shall remain accessible and useable at all times.
- 1.4 **City Public Works: Tel. (250)490-2500, Email [publicworks@penticton.ca](mailto:publicworks@penticton.ca)**
- 1.5 **Engineering Department (Road Closure Permits) Tel: 250-490-2500, Email [publicworks@penticton.ca](mailto:publicworks@penticton.ca)**
- 1.6 All public Safety and Environmental Protection concerns are the responsibility of the Applicant.
- 1.7 W.C.B. 'Work Safe' procedures shall apply to this permit.
- 1.8 The Public Works Department will send out an e-mail notification to applicable parties regarding the road closure. Notice to affected residents and businesses is the responsibility of the Contractor.

### **2.0 Damage Claim**

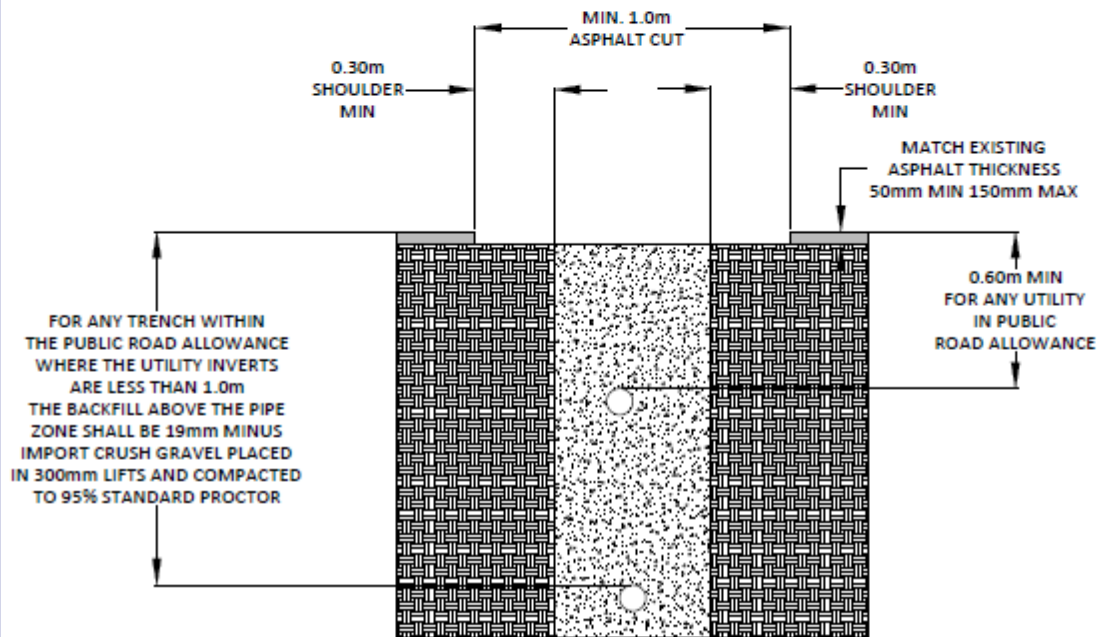
- 2.1 Any damage on City R.O.W. to any infrastructure including trees shall be reported immediately to the Public Works Dept. who may undertake repairs at the Applicant's expense or direct that the Applicant make the necessary repairs, with restoration equal to existing or in compliance with M.M.C.D.;
- 2.2 Any trench within the public road allowance shall be in accordance with standards drawing S-G4a attached;
- 2.3 No undermining of existing concrete works curbs or sidewalks is permitted. Replacement in compliance with M.M.C.D. Bylaw shall include cutting and complete removal of the total concrete section between cut joints and any curb returns removed shall be replaced with standard wheelchair ramps ;
- 2.4 All surface repairs shall be completed by the City or approved Contractor. All cuts shall be a straight horizontal and vertical line; All pavement patching shall be hot-mix asphalt meeting M.M.C.D.; specifications;
- 2.5 All open trenches, road cuts, road closures, and sidewalk closures are to be signed, barricaded, and traffic controlled to meet the current Traffic Control Manual for Work on Roadways and Work Safe BC Regulations;
- 2.6 Applicants will be allowed to maintain road cuts in a flush compacted gravel state for two working days. In the event hot mix asphalt is not available within two days; the Applicant is required to replace the trench cut with two inches of temporary cold mix. Within five (5) working days of the original excavation the trench is required to be hot mixed to M.M.C.D.; specifications. Special conditions as deemed necessary by the City of Penticton may be imposed on to the Applicant due to traffic impact or other circumstances;
- 2.7 No asphalt patching or concrete repairs shall be done between November 1 and April 1 without approval of the Public Works Department.
- 2.8 Cold mix asphalt repairs approved during this period are to be inspected and maintained by the Applicant. Any costs will be applied to the Applicant;
- 2.9 Written approval shall be received by the Parks Supervisor for any work within 2.0m of the branch spread of any tree within the public road allowance.

### **3.0 Quality Control Assurance**

- 3.1 In the event that construction is contrary to the Bylaw or M.M.C.D. and the approval given by this permit, the Applicant shall correct the installation;
- 3.2 Failure to comply with the requirements on this permit will give the City reason to order the Applicant to stop work or complete restoration at the Applicant's expense;
- 3.3 The Applicant or owner of the utility shall place no liability on the City as a result of any damage arising out of this permit approval including a one-year maintenance period;
- 3.4 Clean up and dust control may require mechanical sweeping or continuous watering of all paved streets on a daily basis;
- 3.5 Notice of Substantial Completion(*per Public Works approval*): The Applicant shall submit an as-built drawing to the Engineering Department along with the request for Completion Approval;
- 3.6 The maintenance period shall be one year from the date of 'Substantial Completion'.

### **4.0 City Construction Projects**

- 4.1 Upon notice in writing of the intention on the part of the City to construct, extend, alter, or improve any infrastructure, the utility owner for which this permit is granted shall coordinate the City and within three (3) months from receipt of notice shall complete his relocation work as may be necessitated by the City's construction.



**TYPICAL SECTION**  
SCALE 1:25

- 1.0 IF A UTILITY CUT IS LOCATED WITHIN 1.0m OF A PAVEMENT EDGE, JOINT OR CRACK, THE PERMANENT RESTORATION WILL INCLUDE THE REMOVAL OF THE ADJACENT PAVEMENT.
- 2.0 WHEN POSSIBLE, STAY WITHIN THE EXISTING UTILITY CORRIDOR AS PER CITY OF PENTICTON STANDARD DETAIL U-D-1
- 3.0 NO EXCAVATION SPOIL SHALL BE USED FOR BACKFILL IN CITY RIGHT OF WAY
- 4.0 AS-BUILT DRAWINGS TO BE SUBMITTED OF ALL NEW INFRASTRUCTURE TO THE CITY OF PENTICTON
- 5.0 REFER TO MMCD STANDARD DETAILS G4, G5, AND CITY OF PENTICTON STANDARD DETAIL U-D-1

## Utility Road Crossing

SCALE	APPROVED	REV	DWG NO.
NTS	NOV 2018	1	S-G4a