

# Work Within Highway Right-of-Way Permit

**Who needs this permit?** If you are planning any activity / work on the roadway or within the highway right-of-way, including installing a driveway or erecting a structure within 100 metres of any highway, a permit is required prior to starting the work. Please read the **“Information for Work Within Highway Right-of-Way Permit”** brochure (brochure) before completing this application.

<p><b>For Staff Use Only</b></p> <p>Permit #: _____</p> <p>Deposit Receipt #: _____</p> <p>Deposit Amount: _____</p> <p>Permit Valid until: _____</p>
---

## 1 Applicant Information (please print)

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

Mailing address: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Email address (if applicable): \_\_\_\_\_

## 2 What type of work will you be doing by the roadside? (check all that apply)

- Access to a public highway/roadway for the purpose of:  Sewer  Water  Cable  Driveway  Other \_\_\_\_\_
- Work will disturb existing road surface. If so, what type?  Asphalt  Concrete  Gravel  Other \_\_\_\_\_
- Building a structure within 60 metres of the limit of a controlled access highway
- Building a structure within 100 metres of centerline of a public highway/roadway

## 3 Check type of structure or access you require. If not applicable, go to number 4

- Residential  Agricultural  Commercial  Industrial  Recreational  Institutional  Other \_\_\_\_\_

## 4 Give enough information so our staff can find your property (complete as much as possible)

Name of subdivision: \_\_\_\_\_ Name of lot owner: \_\_\_\_\_

Civic or lot number: \_\_\_\_\_ Property ID #: (if known) \_\_\_\_\_

Name of community: \_\_\_\_\_ in \_\_\_\_\_ County

Name of highway/roadway: \_\_\_\_\_ on the  North  South  East  West side of highway

Approximately \_\_\_\_\_ km's \_\_\_\_\_ of \_\_\_\_\_  
(Distance) (NSWE) (Bridge or any defined point on Highway)

GPS Coordinates: (if known) \_\_\_\_\_ N \_\_\_\_\_ E

Distance of nearest part of structure to centerline of highway is \_\_\_\_\_ metres

Number of lots to be serviced by this access is \_\_\_\_\_

Distance from centerline of highway to sewer, well, spring, etc. is \_\_\_\_\_ metres

## 5 Complete a sketch on Page 3

Sketch completed

## 6 Check how you would like to receive your permit approval

by mail

by fax at fax number \_\_\_\_\_

I will pick it up at the local office

## 7 Provide a certified cheque or money order for the deposit amount

Call the local office to find out the deposit amount you have to pay. Please refer to the "Information for Work Within Highway Right-of-Way Permit" brochure to find out more about Deposit information and to find the office nearest you. Deposits are to be paid by a certified cheque or money order only and made payable to the Department of Transportation and Infrastructure Renewal (TIR).

## 8 Sign the certification

I certify that:

1. I have read and understand the "Information for Work Within Highway Right-of-Way Permit" brochure.
2. TIR shall not be held liable for any personal injury and/or property damage of any kind whatsoever, which may arise both during and after the completion of the work covered by this permit, where, in the opinion of TIR, such injury or damage arises as a result of the work, including disturbance of regulatory signs.
3. I am responsible for and will bear all costs associated with any pipe(s), cable(s) or any damage to any other TIR installations whenever required by TIR. Relocation of pipes, cables, etc., is dependent on what type of work is being done.
4. (a) I am responsible for and will bear all costs during the work in connection with the following:
  - i) all claims for damages due to accidents; ii) direction of traffic, including barricades, lights, signs and supply of properly equipped and qualified Traffic Control Persons; iii) protection of all traffic according to the Nova Scotia *Temporary Work Place Traffic Control Manual* (refer to Condition #3 in the brochure for more information about this manual); iv) maintaining road surface and ditches adjacent to this project; and v) all inspection charges.
  - (b) Both during the work and after approval of the work, I am responsible for and will bear all costs in connection with the following: erection, maintenance, removal or falling of regulatory signs both during and after the erection or installation of the sign, sign structure or part thereof.
5. The information given by me in this application is complete and accurate and I agree to all the Conditions as outlined in the brochure, all special conditions that may be outlined in Section 13 of this permit and all conditions that may be outlined if a cover letter is attached. I will ensure that all Conditions as specified by TIR are met.
6. I am the owner of the property at the location to which this permit applies.  Yes  No (If you answered no and you are not the property owner, please provide permission in writing from the property owner for the access you require.)

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 9 Return the application and any attachments to your local office

1. Refer to the brochure for a list of addresses and phone numbers for all of Nova Scotia's local offices.
2. If you have any questions, please call the local office nearest you.

## 10 Call the local office before starting work

Call the number below before starting the work. The local office will provide this information.

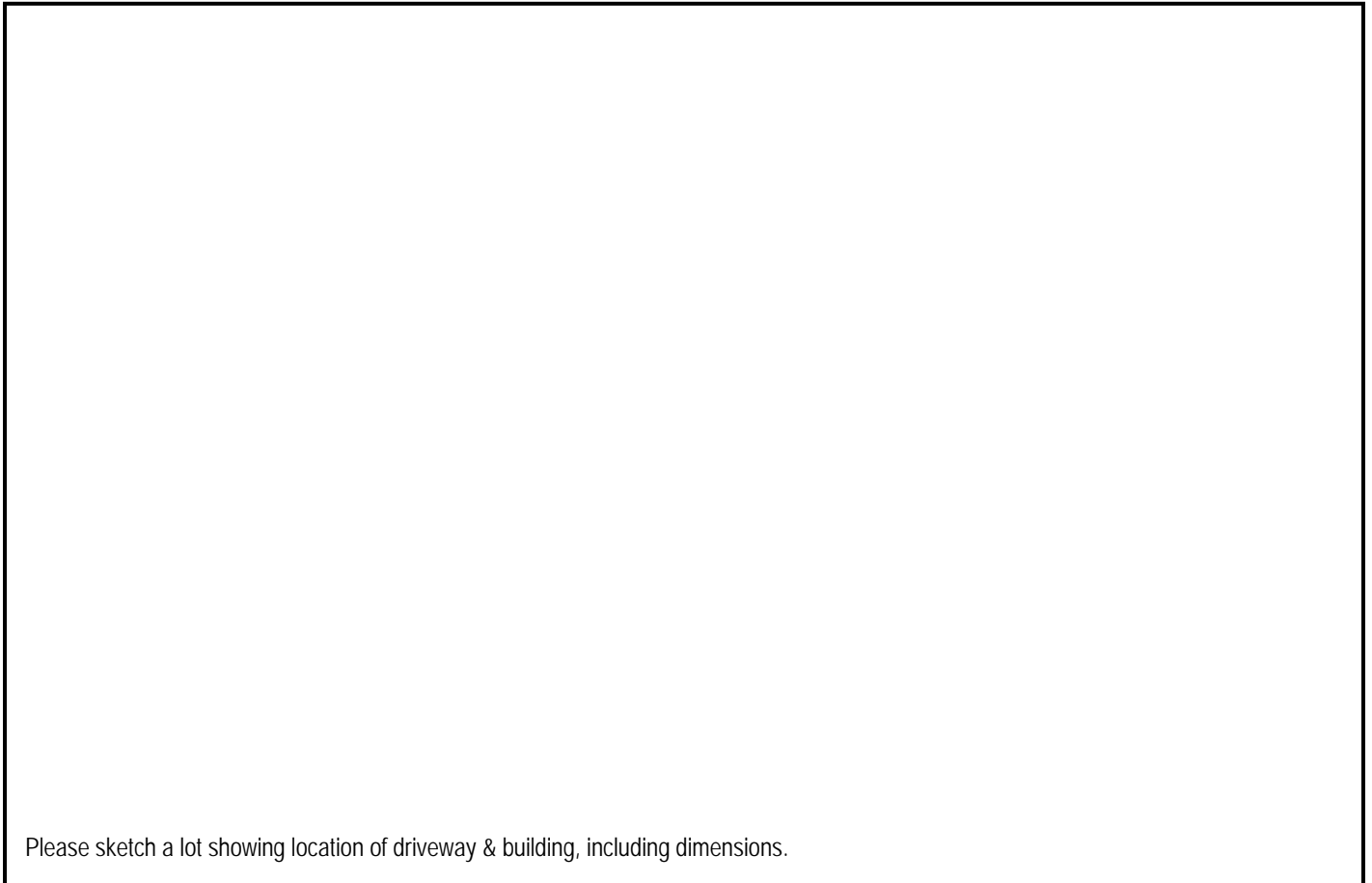
Call \_\_\_\_\_ hours before starting work.

## 11 Call the local office for inspection

Call the number below when you are ready for inspection. The local office will provide this information.

After work is completed, call \_\_\_\_\_

## 12 Draw a sketch



Please sketch a lot showing location of driveway & building, including dimensions.

## 13 Special Conditions

---

---

---

---

---

### To Be Completed By Staff

Road Classification:  Non-controlled Access  Controlled Access\*  Listed and Abandoned\*  Service Road\*

S.S.D. \_\_\_\_\_ metres available Direction: \_\_\_\_\_ Grade: \_\_\_\_\_ S.S.D. \_\_\_\_\_ metres required

S.S.D. \_\_\_\_\_ metres available Direction: \_\_\_\_\_ Grade: \_\_\_\_\_ S.S.D. \_\_\_\_\_ metres required

Checked Using:  600mm cone  380mm cone  150mm cone

Existing Driveway:  Yes  No

Pipe Required:  Yes  No Pipe Inside Dia.: \_\_\_\_\_ mm

Site Checked by: \_\_\_\_\_

Speed Zone: \_\_\_\_\_ km/hr RAS \_\_\_\_\_ km/hr

Special Conditions letter required:  Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*review TIR policy prior to issuing permit*

### Approved

In consideration of an application as set forth above for the Work on the Roadside Permit; consent is hereby given, subject to the Conditions outlined in the brochure.

\_\_\_\_\_  
Signature of Area Manager Date: \_\_\_\_\_