



PERFORMANCE OF WORK WITHIN A HIGHWAY RIGHT OF WAY (WROW) AND SIGN PERMIT APPLICATION

Instructions:

The applicant shall provide the required documents and take the following actions.

1. A completed application form.
2. A map (scale 1:50,000) or detailed sketch indicating the location and extent of work.
3. There may be a requirement for the applicant to submit design drawings for constructable components (e.g. detour road, detour bridge, culvert installation), that have been reviewed and approved by an engineer certified to practice in Yukon. HPW will let the applicant know if this requirement applies during the application review process.
4. Work within a highway right of way may trigger an assessment under *Yukon Environmental and Socio-Economic Assessment Act (YESAA)*. The applicant is responsible for reviewing the YESAA regulations to understand if an assessment is required. Highways and Public Works (HPW) can assist in determining if an assessment is required. If an assessment is required, the assessment process must be complete and a copy of the final decision document for the work must be provided with the WROW Permit application. Additionally, if other permits or authorizations are required for the work, these must also be submitted as part of the application process before a permit can be issued.
5. \$100.00 Application Fee (Cheques to be made payable to Government of Yukon; major credit cards and debit cards are accepted in Whitehorse office or by phone);
6. The Permittee shall, at their own expense, obtain and maintain Commercial General Liability insurance in an amount of not less than \$2,000,000 per occurrence for the term of this Permit. Government of Yukon shall be listed as an additional insured. Proof of insurance shall be provided to Government of Yukon prior to a permit being issued and work commencing. Insurance documents can be mailed to P.O. Box 2703, Whitehorse YT Y1A 3C1.

Description of the application process:

The applicant shall provide the required documents and take the following actions.

1. HPW will perform a check upon receipt of the application to ensure that all of the necessary documents have been submitted and steps have been completed.
2. If the required documents have not been submitted or the required steps are not complete, the application will be considered incomplete. The applicant will be notified and informed on the deficiencies of the application and asked to provide the missing documents or complete the outstanding steps.
3. Once an application has been deemed complete, the permitting process will begin. Incomplete applications will not start the permitting process until all outstanding deficiencies have been addressed.
4. As part of the application review process, HPW may issue information requests to the applicant. Responses to these information requests are essential and the answers will form part of the application once received.
5. Highways may require a site visit with applicant. If required, the applicant will be made aware and will need to flag the application boundaries.
6. Note that depending on the extent and complexity of the work and the current volume of permit applications, a permit application could take up to four to six (4-6) weeks to be approved. Additional time may be required to complete other processes such as but not limited to consultation and engagement with First Nations or working with other regulatory agencies. If so, then the processing time for the permit will take additional time and likely exceed the 4-to-6-week timeline.
7. If the permit has been approved, the applicant will be notified to review and sign off on the proposed permit terms and conditions, agreeing to the conditions. A copy of the permit will be forwarded to the applicant and work may proceed. If the permit is denied, the applicant will be notified.
8. Long term permits are only issued for utility works. However, after nonutility infrastructure has been constructed under a WROW permit, a form of tenure (lease or licence) may be required for long term occupation of a highway right of way. HPW will flag this requirement in the permit application process if applicable. All other activities will be permitted for a year or less. Signs will be permitted for ten (10) years with a chance for renewal.
9. The applicant will be responsible to ensure that all conditions of the permit are adhered to during the work.

In Whitehorse – submitted the above documents in person at 9029 Quartz Road, upstairs in Building 1275, by mail to the Transportation Maintenance Branch (W-12) P.O. Box 2703, Whitehorse, Yukon, Y1A 2C6 or email highway.permits@yukon.ca.

In the communities – provide the above documents to the local Road Foreman during normal working hours, the application will be forwarded to the Whitehorse office, or by mail to the Transportation Maintenance Branch (W-12) P.O. Box 2703, Whitehorse, Yukon, Y1A 2C6 or email highway.permits@yukon.ca.

Questions? Contact us by phone 867-667-8250, toll-free 1-800-661-0408 Ext. 8250, or email highway.permits@yukon.ca.

Part 1: Applicant details (To be completed by applicant)

Provide as much detail and information about your proposed project as possible. Gaps or insufficient information could lead to additional information requests and delays in deeming your application complete.

Name of applicant (full name) / Registered or incorporated business name

Phone

Fax

Email

Preferred method of contact:

☐

Phone

☐

Fax

☐

Email

Mailing address

Unit # (optional)

Street number and name or P.O. box number

City or town

Province or territory

Postal code

Sign permit information (if applicable)

Name of business responsible for the sign

List of individuals authorized to work on behalf of the business.

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Indicate the type of services the business provides to visitors

Physical location of business

Unit # (optional)

Street number and name or P.O. box number

City or town

Province or territory

Postal code

Agent or co-applicant information (if applicable)

An agent is an individual who can apply on your behalf. The primary point of contact for your application will be the agent, unless otherwise specified in this application.

Full name

Phone

Fax

Email

Preferred method of contact:

☐

Phone

☐

Fax

☐

Email

Part 2: Project location

Highway name

Kilometer location

Nearest community

Orientation of work to highway (e.g. right side, left side, road surface)

Name of applicable zoning regulation or municipal by-law (if applicable)

First Nation traditional territories overlap

Part 3: Site information

Are there any significant landscape features present? (e.g. bench, terraces, steep slopes)

Are there any potential hazards in or adjacent to the application area? (e.g. flooding, erosion, landslides)

Is there any known archaeological, heritage or historical value related to the site or area?

Are there existing trails or pathways located on or adjacent to the application area?

Part 4: Description of work (check all that apply)

☐ Installation of utilities or infrastructure

☐ Work on roadway earthworks (not road surface)

☐ Road maintenance (winter)

☐ Work off roadway

☐ Road maintenance (summer)

☐ Culvert or bridge Installation

☐ Brushing, clearing or tree removal

☐ Special event

☐ Earthworks (road surface)

☐ Sign installation

Part 5: Equipment required

List any heavy machinery to be used and identify contractor.

1. _____

7. _____

2. _____

8. _____

3. _____

9. _____

4. _____

10. _____

5. _____

11. _____

6. _____

12. _____

Part 6: Traffic Details (check all that apply)

☐ Temporary road closure

☐ Temporary lane closure

☐ Beyond the shoulder

☐ On the shoulder

☐ Lane encroachment

Part 7: Estimated timeline and workflow

Provide an estimated timeline to complete development, including site preparation, construction, operation, maintenance and if applicable, decommissioning. Also identify road closure duration if applicable.

Part 8: Ownership

Will infrastructure be left in the HROW? ☐ Yes ☐ No

If yes, who will own and maintain this infrastructure?

Part 9: Associated permits and screening (if applicable). Submit a copy of permit or application.

HPW will screen your application and identify any other permits/authorizations that may be required for your occupation. Approval and issuance of an authorization is contingent on a positive outcome in these other processes. If alternatively, a YESAB or other permitting process has already been completed then identify that here.

YESAA #

Other Permit #

Part 10: Sign information (Only complete if the sign is to be installed as part of your project)

Identify if this is a sign:

☐ Permit renewal

☐ Request new application

Business operating hours/year-round/seasonally

Requested timeline for sign to remain in HROW

From: HH:MM To: HH:MM

Type of sign required and how many (e.g. billboard or frontage sign).

Note: Only 3 billboards are permitted with one per direction, per Highway. Only 2 frontage signs are permitted.

Include a sketch (as close to scale as possible) of the face of the sign indicating dimensions, materials, layout, logos, text, spacing, size, colors, and other details. Also note if the signs are going to be single sided or double sided. Make the sketch as representative of the actual sign as possible.

Part 11: Signatures

☐ I understand that this is an application only and approval to work within the Highway Right of Way and install sign(s) if applicable has not been given at this time. Only the receipt of the signed permit from the Transportation Maintenance Branch will constitute permission work and to install sign(s), subject to the *Visitor Information Sign Regulation* and *Highways Regulations* under the *Highways Act*.

_____ Applicant name	_____ Signature	_____ YYYY - MM - DD Date
_____ Co-applicant name (if applicable)	_____ Signature	_____ YYYY - MM - DD Date
_____ Agent name (if applicable)	_____ Signature	_____ YYYY - MM - DD Date

Standard conditions and guidelines for highway signs (as per *Visitor Information Sign Regulation*)

Key points of sign condition guidelines

Sign structures must be:

- Constructed of wood or metal posts.
- Placed in the ground at sufficient depths to prevent overturning of the structure.
- Appropriately anchored depending on local soil conditions.
- Free standing unless conditions warrant bracing, as approved by the local foreman.
- Designed to withstand local wind loads.
- Structurally sound.
- Permanent structure.
- Appropriately bolted to other sections of the structure and the sign face.
- Well maintained and in overall good condition.

Signs must meet the following conditions:

- Constructed of (3/4") 18.5 mm plywood. The surface is flat, smooth, dense, and free of knots and grain patterns.
- The plywood edges must be sealed and both the edges and back of the plywood sign painted white with two coats of exterior paint over a compatible primer.
- Sheeting material and paint must be applied so that it does not contain air pockets, holes, tears, scrapes, compressed cells or patches.
- Have minimum letter size of 15 cm (6").
- Clear and easy to read.

Conditions of issuance:

1. Permits shall be issued in the name of the business, community or First Nation that is responsible for the sign.
2. A permit is issued or renewed for a period of up to three (3) years.
3. A permit holder shall:
 - a. ensure the billboard or frontage sign is well maintained and meets YG Sign Condition Guidelines;
 - b. install the sign within the time specified on the permit; and
 - c. ensure that the information presented on the sign is accurate.

Restrictions on applying for a permit:

1. Where one or more businesses provide a service, facility or attraction at the same location, these businesses shall apply for a single permit for a billboard sign or frontage sign.
2. Where a permit is issued in the name of more than one business, each business shall be jointly responsible and liable for the sign.
3. Zones may be identified for the purpose of controlling the installation of signs, including the following:
 - a. restricted zones, which may be located on any highway and in which no signs may be installed;
 - b. controlled zones, which may be located on any highway more than five kilometers from the boundary of a community and in which no signs may be installed other than signs that refer to services, facilities or attractions located within the controlled zone;
 - c. community zones, which may be located on any highway at the boundary of a community and up to five kilometers from this boundary; and
 - d. highway frontage zones, which may be located on any highway and in which only frontage signs may be installed.
4. Existing billboard signage and frontage signage must meet the minimum font size, sign size, offsets and spacing identified in the new regulations by January 1, 2008. Owners of billboard signage not meeting the Sign Condition Guidelines will be contacted and requested to remove or improve the quality of the sign.

Notice of repairs:

1. Where a sign requires painting, repair or maintenance, Transportation Maintenance Branch may, by notice in writing and email if possible, order the permit holder to paint, repair, maintain or remove the sign.
2. A permit holder receiving a notice shall comply with the terms of the notice to the satisfaction of the Director within 30 days of receiving the notice or such period as is specified in the notice.
3. If a permit holder receiving a notice does not comply within the applicable time, the Director may cause the sign to be removed and stored up to 30 days. The Government of Yukon is not responsible for any damage caused by the removal and storage. If not claimed within this time, it may be disposed of.
4. If after 60 days after the notice, the sign owner does not comply with the terms of the notice, the location of the sign structure will be made available to other businesses through the local grader station. Sign owners would be required to reapply for any future sign permits and would not be guaranteed their previous location.

Unlawful signs:

1. Where a sign is installed in contravention of a permit or this regulation, Transport Maintenance Branch by notice in writing and email if possible, to the permit holder or to the person believed to be the owner of the business or to the community or first nation to which the sign refers, order the permit holder, person, community or First Nation to remove the sign or to alter the sign to comply with a permit or this regulation. Failure to comply will result in the unlawful sign being removed by the department.
If the sign is deemed to be a hazard, it may be removed immediately without prior notice

Highway sign installation standards (as per schedule B - *Visitor Information Sign Regulation*)

1. Businesses located adjacent to a highway, away from a highway or located on roads not maintained by Government of Yukon may apply to install up to three (3) billboards that are to be located:
 - a. within the boundary of the community or within five km of this boundary, if the service facility or attraction is located within a community;
 - b. only businesses adjacent to a highway may have: up to two (2) frontage signs, to be located on the highway in front of, and on the same side of the highway, where the service, facility or attraction is located.
2. Only one Billboard sign may be installed on each side of a highway.
3. Businesses located outside of communities may place up to three (3) billboard signs, one in each direction of travel, with no distance restrictions.
4. Billboards must be installed such that the sign faces oncoming traffic on the "right-hand side".
5. No billboards or frontage signs may be installed:
 - a. on trees, utility poles or fences;
 - b. within 10m (33') of the travelled portion of the highway;
 - c. on a section of the highway where the billboard or frontage sign may pose a safety hazard;
 - d. or, in such a fashion as to block or impede movement on pathways or trails.
 - e. within 250m (820') of another billboard;
 - f. within 250m (820') of the intersection of two or more highways;
 - g. exceed 8.5m (28') in height, including the supporting structures of the billboard;
 - h. have a sign face of greater than 2.44m x 3.66m (8'x12') or 3.66m x 2.44m (12'x8');
 - i. use lettering of less than 150mm (6") in height;
 - j. have any words, logograms or other information on any part of the billboard or frontage sign other than the sign face;
 - k. have any words, logograms or other information or components extending beyond the sign face;
 - l. have any moving or rotating parts or display intermittent, flashing or rotating lights;
- m. contain any reflective material other than retro-reflective material (3m Engineer Grade); and
- n. be similar in appearance, colour or design to traffic control device.
6. Frontage signs may be single or double sided.
7. Where a single frontage sign containing a logogram is to be installed, the total size of the sign face shall not exceed 2.44m by 6.1m (8' x 20'), with any text portion not exceeding 2.44m by 3.66m (8' x 12').
8. Where two frontage signs containing logograms are to be installed, the total size of one sign face shall not exceed 2.44m by 2.44m (8' x 8') and the total size of the other sign face shall not exceed 2.44m by 3.66m (8' x 12').
9. Where two frontage signs without logograms are to be installed, either
 - a. the total size of one sign face shall not exceed 1.22m by 2.44m (4' x 8') and the total size of the other sign face shall not exceed 2.44m by 3.66m (8' x 12'); or
 - b. the combined total size of the sign faces shall not exceed 23.8m² (256ft²).
10. Billboards and Frontage signs must be constructed of appropriate weatherproof materials, be free standing and erected on posts planted firmly into the ground and appropriately cross-braced for wind loading. Support braces, extending from the support structure, must be approved by the local foreman prior to installation and will be decided on based on local soil conditions.
11. Seasonal businesses must indicate when they are closed on their sign(s) and notify the Department.