

PLEASE NOTE: Event may not proceed until a Permit has been issued by the Transportation Maintenance Branch, Department of Highways and Public Works, Government of Yukon

INSTRUCTIONS AND DESCRIPTION OF THE APPLICATION PROCESS

1. The applicant shall provide the following required documents:

- Application form, completed and signed by applicant. Attach additional information as required to fully describe the proposed event;
- \$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);
- Proof of insurance must be provided for the duration of the event - see following note #2;
- A map (scale 1:50,000) or detailed sketch indicating the location and extent of work.

All the above items are mandatory - the application process cannot proceed without them.

In Whitehorse – the above documents may be submitted in person at 9029 Quartz Road, upstairs in Building 1275 or sent by email, fax, or mail (see bottom of page).

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. The documents may also be sent by email, fax, or mail.

2. Insurance is a requirement for work and special events in a highway or road right-of-way. Please provide a copy of liability insurance in the amount of \$2 million; the Government of Yukon must be named as “additional insured” on the policy.
3. Please note that the application process could take four to six (4 - 6) weeks to be approved, depending on the extent and complexity of the event, whether all required documents are included, and the current volume of permits requiring review.
4. If the request for the event is approved, the applicant will be notified to review and sign the permit, agreeing to the conditions. A permit will be issued to the applicant and work may then proceed. The permit will contain an expiry date. If the permit is denied, the applicant will be notified.
5. The applicant is responsible to ensure all conditions of the permit are adhered to during the event.

Transportation Maintenance Branch (W-12)

P.O. Box 2703, Whitehorse, Yukon, Y1A 2C6

Phone: 867-667-8250 • Toll-free: 1-800-661-0408 Ext 8250

Fax: 867-667-3648

Email: highway.permits@gov.yk.ca



SPECIAL EVENT WITHIN THE HIGHWAY RIGHT-OF-WAY
PERMIT APPLICATION

Name of applicant / company	
Complete mailing address	
Phone number	
Fax number	
Email	

EVENT DETAILS

Description of event: _____

Proposed schedule: Start date: _____ Duration: _____

LOCATION OF EVENT

Highway / road name <i>(if not a main or secondary highway, provide normally used road name)</i>	Kilometer location
<input type="checkbox"/> Right side <input type="checkbox"/> Left side <input type="checkbox"/> Road surface <small><i>Right/left side is determined when looking in direction of increasing Kms</i></small>	Map coordinates\datum <i>(if no km available)</i>

TRAFFIC DETAILS

Number of participants	Number of support vehicles	Number of work force on hwy	Proposed Signage <i>(attach sketch)</i>
Temporary road closure	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location: _____	
Temporary lane closure	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location: _____	
Traffic control	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location: _____	
Check stop(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location: _____	
Highway crossing(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location: _____	
Staging area(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location: _____	
Media announcements	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description: _____	

DECLARATION

I understand that this is an application only and approval to hold this event has not been given at this time. Receipt of the signed permit from the Transportation Maintenance Branch will constitute permission to hold the event, subject to the conditions attached to the permit.

Applicant's name (print)			
Applicant's signature		Date	

The personal information gathered on this form is collected under the authority of s29(c) of the *Access to Information and Protection of Privacy Act* and will be used for the purposes of administering any Yukon highway right-of-way under the *Highways Act* and associated regulations. All collected information will be managed in accordance with the *Access to Information and Protection of Privacy Act*. For further information, please contact the Director, Transportation Maintenance, Transportation Maintenance Branch, Box 2703 W-12, Whitehorse, Yukon Y1A 2C6 or (867) 667-5644.