

## WORK IN RIGHT-OF-WAY NOTIFICATION FORM

Application must be submitted if work is taking place within any City right-of-way including roadways, parks, lanes, sidewalks and walking paths.

**Note: Application should be submitted at least 3 business days prior to planned work.**

### **APPLICANT INFORMATION**

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

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

City of Fort St. John Business Licence Number: \_\_\_\_\_

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

\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **LOCATION OF WORK**

Closest Civic Address: \_\_\_\_\_

Road Name: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Detailed description of the works involved in this application (eg. Utility Installation, Environmental Drilling): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work to begin: \_\_\_\_\_ Work to be completed by: \_\_\_\_\_

### **SITE PLANS, DRAWINGS AND DOCUMENTATION:**

Provide the following drawings in hard copy (maximum size 11x17) or digital, illustrating the following:

- ☐ Location of works (conduit, wells, poles, etc.)
- ☐ Traffic/Pedestrian management plan, if obstructing roadways, sidewalks or walking paths (must meet Worksafe BC Standards)
- ☐ Work Schedule

### **APPLICATION CHECKLIST FOR SUBMISSION:**

- ☐ All sections of this application form have been completed
- ☐ Detailed site plans and documentation are included

☐ Work schedule is attached

**DECLARATION:**

I/We hereby make application for a Work Notification/Lane Closure Request and also declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief, true and correct in all respects.

I/We hereby agree that any repairs due to damage will be our responsibility following completion of the work.

I/we hereby agree to warranty our work for 1 year following completion.

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**APPLICANT SIGNATURE**

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**DATE**

**Applications can be submitted to:**

Development Services  
10648 100 St.  
Fort St. John, BC V1J 3Z6  
(250) 787-8150  
[Engineeringgroup@fortstjohn.ca](mailto:Engineeringgroup@fortstjohn.ca)

***Only complete applications will be accepted for processing, as verified by Development Services Staff.***

***Any work started without proper permits and authorizations may be subject to fines as outlined in current City of Fort St. John Bylaws.***

***Additional information may be required when works are completed.***

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Application Complete: Y / N