

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.

For Staff Use Only

Permit Approved _____ (Check here)

Permit Denied _____ (Check here)

Permit #: _____

Deposit Receipt #: _____

Deposit Amount: _____

Permit Valid until: _____

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

Yes No Preferred driveway location been marked (staked) on your property.

6 Check how you would like to receive your permit approval

by mail

by fax at fax number _____

by email at _____

I will pick it up at the local office

7 Provide a certified cheque, money order or bank draft 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, money order or bank draft only and made payable to the Minister of Finance.

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. DPW 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 DPW, 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 DPW installations whenever required by DPW. 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 DPW 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 _____ Please have your permit number handy when you call. Permit number is found on the front page (top right hand corner of this permit).

12 Draw a sketch



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

