

Minor Encroachment Permit

OFFICE USE ONLY		
Permit No:	Issue Date:	Expires:
Fee (\$20)	Receipt No:	Invoiced:
CONTRACTOR OR	APPLICANT	
Contractor:		
Contact:	Phone Number:	Fax Number:
Mailing Address:		
City / Province:		Postal Code:
E-mail Address:		
Encroachment		
	and Date(s)	
Type of Encroachmer	nt(s): Trailer 🗌 Bin 🗌 Can 🗌 C)ther:
Length:	Width: Heig	ht:
* Dimensions are to be ap	proved by the Transportation and Traffi	c Manager
Approval		
••	erified that the information conta ed to all conditions contained wit	ined within this document is correct and hin this application
Name of Applicant	Signature of App	Dicant Date

CONDITIONS:

- 1. Permit must be clearly displayed at all times on the object encroaching onto City property.
- 2. Any changes of location under a blanket permit must be reported to the Public Works Department. The permit is only valid on the sites and dates as reported to the Public Works Department.
- 3. It is the responsibility of the applicant to secure the object on the street.
- 4. Object must not be placed on any sidewalk or in a way that prevents access to adjacent private or public property (i.e., driveway).
- 5. Object must be installed safely and must not cause any hazardous conditions for the surrounding area.
- 6. Object must not be positioned on a street if a more adequate location exists within 75 meters of the project site.
- 7. The City has the right to enforce additional conditions as required to provide safety and convenience to the surrounding area of the object's location.
- 8. The City has the right to terminate the permit if the applicant does not conform to the conditions herein.
- 9. With the execution of this application, the applicant certifies that all information and statements provided are truthful, accurate, and complete. The permit may be revoked unilaterally by the City should any errors or inconsistencies be observed in the field.
- 10. It is the responsibility of the applicant to be aware of and comply with all provisions of The Traffic Bylaw No. 1 of 2013.
- 11. It is the responsibility of the applicant to clean, maintain and repair any damages or refuse from City property, including but not limited to, streets, sidewalks, curbs, gutters, trees, boulevard landscaping, etc., due to work occurring at the site. The cost of maintenance, repair, and/or replacement of the damaged City property will be at the applicant's sole expense.
- 12. 3rd party advertising is not permitted within a site occupancy zone, and any containers, equipment, or materials placed on City property may not contain 3rd party advertising.
- 13. No permits will be considered for arterial streets and/or emergency routes, unless there are exceptional extenuating circumstances.
- 14. The maximum site duration will be determined at the discretion of the Director of Public Works or designate.
- 15. Permits issued in the winter are subject to the City's Snow and Ice Control Policy If no parking signs are placed indicating snow removal will occur in the area or if the encroachment occurs on a snow route when a snow route parking ban has been declared the object on the roadway must be removed.
- 16. The City reserves the right to cancel this permit at any time.
- 17. The applicant hereby agrees to abide by all the bylaws of the City of Prince Albert and save the City harmless from any loss through damage caused to persons or property from the use of the City Property.