

STREET OCCUPANCY REQUEST

OFFICE USE ONLY

PERMIT NUMBER: _____

INSTRUCTIONS TO PAY ONLINE

1. Pay online at westvancouver.ca/payonline.
2. Select "Pay for Permit" and enter the permit number.
3. Once payment is complete, please provide payment confirmation and we will email you the approved permit.

Please complete the form and email to streetoccupancy@westvancouver.ca. Attach all supporting documents (sketch, insurance certificate, and Traffic Control Plan—if a lane closure is requested). The application must be submitted 10 working days prior to the intended occupancy date. After the application is reviewed you will receive an email with the permit number for online payment.

REQUEST DETAILS

DATE: _____ COMPANY NAME: _____

ADDRESS: _____ CONTACT NAME: _____

PHONE: _____ EMAIL: _____

LOCATION OF INTENDED STREET OCCUPANCY:

- Attach a sketch showing the area. Include a Traffic Control Plan if a lane closure is involved.

On: _____ between/at: _____ and: _____

DATE AND TIME OF INTENDED STREET OCCUPANCY:

Start date: _____ to end date: _____ Start time: _____ O a.m. O p.m. to end time: _____ O a.m. O p.m.

Purpose of the street occupancy: _____

INSURANCE: Attach copy of insurance certificate naming the District of West Vancouver as additional insured for the amount of \$2,000,000.

FEES (upon approval): \$133+\$2 x area (square metres) x weeks (minimum one week).

SIGNAGE FEE: (min. \$267 for up to 10 signs per location) will apply if temporary no parking signs are required.

OFFICE USE ONLY

ACCEPTED REJECTED

DATE: _____ DEPARTMENT SIGNATURE: _____

NOTE: _____

THIS PERMIT IS CONDITIONAL ON THE FOLLOWING:

1. _____ must be open and clear at all times except for the authorized occupancy.
2. A copy of this approved Street Occupancy Permit must be kept on site at all times.
3. Traffic sightlines MUST NOT be blocked and no materials are to be placed within one metre of the curb.
4. Use traffic cones or delineators at both ends of the occupancy. For storage containers, apply reflective tape to the container to warn drivers and pedestrians about the occupancy.
5. Use of this area MUST adhere to the District of West Vancouver Parking and Traffic Bylaw 4370, 2004, and Noise Control Bylaw No. 4404, 2005.
6. The traffic management MUST be in compliance with the 2020 Traffic Management Manual for Work on Roadways.

Freedom of Information and Protection of Privacy Act Notice for applicants for this street occupancy request: By submitting this request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this personal information, please contact the Privacy Officer at foippa@westvancouver.ca or 604-921-3497.

ENGINEERING AND TRANSPORTATION SERVICES

750 17th Street, West Vancouver BC V7V 3T3 | streetoccupancy@westvancouver.ca

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