

Highways Use Permit (HUP)

The purpose of this permit is to authorize applicants permission to encroach on City property, including streets, sidewalks, and other public space, as per Street and Traffic Bylaw 1536-2006. The application must be submitted to the Engineering Department by person, email or fax 604-853-2219, prior to event or work being performed.

The HUP application process helps to ensure that City Departments, which may be required to provide services, are aware of and prepared for potential conditions arising from the event, i.e. traffic control.

HUP required for:

- *events;
- borehole monitoring;
- filming;
- bus stop benches;
- signage; and
- general (encroachments, private utilities, or driveway installation).

Applications must include:

- copy of insurance certificate, listing the City of Abbotsford as additional insured, in the amount of \$5 million;
- fee, dependant of event or work being done;
- route map for event; and
- traffic control plan, if required.

For more information, please contact the Engineering Department, 604-864-5514 or refer to Street and Traffic Bylaw No. 1536-2006

- *to be submitted four weeks prior.



32315 South Fraser Way
 Abbotsford, BC V2T 1W7
 Phone: 604-864-5514
 Fax: 604-853-2219

**APPLICATION FOR
 HIGHWAYS USE PERMIT NO. _____**
 File No.: 4520-40

Check applicable box: General Bus Stop Bench Borehole Monitoring
 Filming Signage Event

Application Date: _____

Applicant's Name:	_____	Phone:	_____
Company Name:	_____	Fax:	_____
Address:	_____	Cell:	_____
City:	_____	Pager:	_____
Postal Code:	_____	Contact:	_____
Start Date/Time:	_____		
Completion Date/Time:	_____		
Location(s) of work/event:	_____ _____ _____		
Road Closure – Full, Partial or N/A (Provide a Traffic Management Plan)	_____ _____		
Purpose of Highway Use Permit:	_____ _____		

Requirements:

1. The City of Abbotsford is to be named as “**an additional named insured**”. To facilitate the indemnification and saving harmless of the City, its' servants, agents and employees, the applicant shall maintain in force an insurance policy providing a minimum liability coverage of \$5,000,000 for as long as this permit is in effect. The City shall be named in the policy that requires that thirty (30) days written notice be given the City prior to any alterations to, or cancellation of, the policy.
2. Permit Fee: **\$75.00**
3. See **Special Conditions, Section ____** attached.

Engineering Dept.

- Application Completed
- Copy of Insurance Papers
- Fees (WO#E200-410802, 210039 – security deposit)
- Managers Approval
- Road Closure forwarded to Operations

Date faxed/picked-up: _____
 S/D refund approved: _____
 Date S/D refunded: _____

EVENT

Estimated Attendance: _____

Traffic Control Plan: YES _____ NO _____

Barricades/Signage Required: YES _____ NO _____

Barricades /signage supplied from Engineering Operations may incur a cost.

Will there be food served or prepared?: YES _____ NO _____

Please ensure that access routes for emergency vehicles are kept clear at all times.

Policing costs may incur depending on size and type of event.

Traffic marshals do not have the authority to stop traffic; only allow pedestrians to proceed when safe to do so.

They can direct the participants involved in the event, but traffic direction is the responsibility of the police.

I /We declare that I/We are aware of the terms and conditions of Street and Traffic Bylaw No. 1536-2006 and the attached special terms and conditions, and that I/We will abide by all such terms and conditions imposed in respect of this application

I/We agree to assume full responsibility for any loss or damage suffered by anyone or to any property whatsoever caused directly or indirectly by the Works or other Highway Use for which this Permit was issued, and shall save harmless and indemnify the City from all claims and demands whatsoever in respect of the Works or other Highway Use and in respect of the issuance of this Permit except to the extent that such claims and demands result from the willful act or neglect of the City, its employees, agents, or contractors.

Applicant's Signature

Date

The applicant is authorized to carry out the Works or carry out the Highway Use at the location designated in this Permit provided that all work is performed in accordance with the attached terms, conditions and regulations, the applicant's approved plans, if any, the City's bylaws, specifications and regulations governing the proposed Highway Use, the following special terms and conditions:

...and any special terms and conditions as may be imposed during the carrying out or performance of the authorized Highway Use or Works.

Manager, Engineering Inspections & Permits

Date

General Manager, Engineering & Regional Utilities

Date

CITY OF ABBOTSFORD

SPECIAL CONDITIONS FOR HIGHWAYS USE PERMIT

The attached Highways Use Permit shall be reviewed for City approval subject to the following:

BOREHOLE MONITORING

- Provide traffic control and signing to conform to “Traffic Control Manual for Work on Roadways”, published by Ministry of Transportation;
- Ensure traffic delays do not exceed five minutes. Remove equipment and reschedule during low traffic periods if required by City;
- The Works Inspection Department shall be notified 24 hours in advance of start time of borehole monitoring, at 604-864-5514; and
- Upon completion of testing and monitoring program:
 - remove metal casing and locking cap of piezometer pipe;
 - fill hole with controlled density fill (as per Master Municipal Specifications) to within 100 mm of surface;
 - place 100 mm of compacted hot-mix asphalt ; and
 - fill hole with controlled density fill (as per Master Municipal Specifications) to surface.

BUS STOP BENCHES

When reviewing locations for proposed advertising benches the City will be assessing each based on the following criteria:

- Impact on adjoining properties;
- Impact on intersection and driveway sight lines;
- Available space on the road right-of-way;
- Impact on adjoining utilities; such as fire hydrants, manholes, hydro transformer doors, etc.;
- Future development in the area; and
- Any other criteria the City of Abbotsford may deem necessary that may affect the location.

FILMING

- Emergency vehicles will be permitted access at all times;
- Advertisement of the road intermittent closures are to be hand delivered by _____, to the local residents, announcing possible traffic delays and be advertised in one of the two local newspapers; and
- Trailers must be parked one metre from the edge of pavement, with doors opening away from the road.

GENERAL (eg. encroachments, private utilities or driveway installation – no culvert)

- Traffic control as needed – flag person must be certified; and
- All concrete curb, gutter, sidewalks and/or asphalt that are removed or damaged during installation are to be replaced to current City specifications.

SIGNAGE

- The maximum size of the sign(s) not exceed 16 ft.² (4' x 4'); and
- The placement of the sign does not obstruct the traffic sight line.