



STREET AND PUBLIC PLACE USE PERMIT APPLICATION

Town of Banff, Engineering Department
 PO BOX 1260, Banff Alberta T1L1A1
 P.403.762.1210 F.403.762.1260
 streetusepermit@banff.ca

Date of Application:

Date of Application Accepted:

Business Licence Number:

Application Requirements Check list:

- Submit application a minimum of 2 business days prior to project start date for review
- Active Business Licence with the Town of Banff (to obtain a business licence visit Banff.ca)
- Sketch of proposed street use location with traffic control and safety plan
- Read street use terms and condition and sign and the bottom
- Street use permit is not valid, unless signed and paid for in full 24h in advance**

Project Manager/Contact

Company	Name
Email	Cell Phone No.
Onsite Contact Person	Onsite Phone No.
Billing Address	Postal Code

Property Owner

Company	Name
Phone No.	Email

Location/Work Description

Address/Location	
Start Date(Month/Day/Year)	Between the hours of:
End Date(Month/Day/Year)	
<input type="checkbox"/> Street <input type="checkbox"/> Traffic Lane <input type="checkbox"/> Alley <input type="checkbox"/> Parking Lane <input type="checkbox"/> Parking Stall (# of stalls)	
<input type="checkbox"/> Shoulder <input type="checkbox"/> Boulevard <input type="checkbox"/> Sidewalk <input type="checkbox"/> Public Space <input type="checkbox"/> Other _____	

Work Description (Provide sketch of proposed street use location with traffic control and safety plan on the next page)

Applicant to provide: Map of closure Traffic control Safety plan

Street Use Terms and Conditions

1. The applicant is required to submit a Street Use Permit Application a minimum of 2 business days prior to project start time.
2. The permit holder is required to obtain a Street Use Permit 24 hours prior to project start time.
3. The permit holder must abide by Bylaw No. 124: Street and Public Place Use, and all conditions and specifications attached to the Street Use Permit.
4. Failure to abide by the Street Use Permit will result in a void permit and a stop-work order being issued by the Town of Banff Engineering Dept.
5. All fees and the deposit (if required) must be paid in full and the permit holder must have agreed to the terms and conditions of and signed the permit for a street use permit to be valid.
6. A deposit may be required if the work carried out has potential to damage Town of Banff property, see Excavation Terms and Conditions.
7. All roads, construction, utility, and landscaping work effecting public property must be completed to Town of Banff Municipal Engineering Standards or to a standard directed by the Engineering Dept.
8. All work shall be done in compliance with Occupational Health and Safety regulations with respect to public safety.
9. Erosion and sedimentation control and environmental mitigation efforts shall be performed in compliance with Town of Banff Municipal Engineering Standards, Parks Canada Directive 17, and environmental screening reports.
10. A copy of a valid Street Use Permit is required to be on site at all times and displayed at the entrance of the worksite while work is in progress.
11. The Engineering Department will be given full access to the worksite when inspecting compliance with the Street Use Permit or completed work.
12. The permit holder must provide written notice 48 hours in advance to the temporary closing of an access to a home or business to all property owners and/or residents who may be affected by the closure.
13. If required it is the responsibility of the permit holder to coordinate with adjacent property owners the use or encroachment of their land.
14. Vehicular and pedestrian access to properties shall be maintained at all times and coordinated with affected property owners. Two-way traffic shall be maintained at all times unless otherwise approved by the Engineering Department.
15. All road surfaces and sidewalks shall be kept clear of obstructions and/or debris, to avoid hazards or inconvenience to the public.
16. Signs, cones, barricades, and all other traffic control devices to protect and control pedestrian and vehicular traffic in the construction area shall be used in accordance with the "Manual of Uniform Traffic Control Devices" and "Alberta Temporary Traffic Control Standards."
17. The permit holder shall be responsible for all loss and damage of any nature or kind caused or arising directly or indirectly from any temporary closure of public land.
18. The permit holder agrees to indemnify the Town of Banff against any and all claims for damage or injury.
19. The permit holder shall provide proof of insurance to the Engineering Department upon request. Refer to Bylaw No. 124: Street and Public Space Use for insurance requirements.
20. When the permit holder requires an extension of the permit or a change to any of the conditions under which the permit was issued, the permit holder shall apply for such change at least 24 hours in advance. Only one extension/change is permitted per Street Use Permit and all additional fees will apply. A new Street Use Permit Application must be completed for any further extensions or changes and all administration fees will apply.
21. In the event of unforeseen circumstances after work commences that require an extension of the permit or a change to any of the conditions under which the permit was issued, the conditions of the permit and any additional fees for the Engineering Dept. will evaluate on an individual basis.

Submittal

By signing this application for a Street Use Permit, the applicant submits that they have read and agree to all of the terms and conditions related to a Street Use Permit, and will abide by them.

Applicant Signature

Date

Excavation (if applicable)

Street Traffic Lane Alley Parking Lane Parking Stall (# of stalls)

Shoulder Boulevard Sidewalk Public Space Other _____

Length (linear meters)

Area (Square meters)

Depth (meters)

Excavation Start Date (Month/Day/Year)

Excavation End Date (Month/Day/Year)

Details

Applicant to provide preliminary Drawings

Excavation Terms and Conditions

1. It is the permit holder's responsibility to request marking or other location information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.
2. It is the permit holder's responsibility to provide temporary utilities or services to any home or business whose utilities are in any way effected by the excavation/construction.
3. All damaged, disrupted or removed public works such as curb, sidewalk, road, utilities etc. as described in the permit, and damages related to the work activity shall be rehabilitated by the permit holder to Town of Banff Municipal Engineering Standards or to a standard as directed by the Engineering Department.
4. The permit holder must submit construction drawings associated with the excavation/construction with the Street Use Permit Application and provide detailed as-built drawings and specs with the Construction Completion Certificate Application.
5. Where excavation is occurring, barricades are required to separate the work area from pedestrians/public. The permit holder shall install and maintain proper barricades and comply with all applicable safety regulations.
6. A deposit will be required for all work impacting Town of Banff property.
7. 50% of the deposit amount will be returned to the permit holder upon satisfactory completion of the project, which is indicated by the issuance of a Construction Completion Certificate (CCC) by the Engineering Dept. In order to receive the CCC, the permit holder must submit a Construction Completion Application along with the required 3rd party testing to initiate a Construction Completion Inspection for the Engineering Dept.
8. 50% of the deposit will be held back for a period of one year, including one spring thaw cycle, following the issuance date of the CCC. After one year, the permit holder must submit a Final Acceptance Application to the Engineering Dept. and the holdback will be released with the issuance of a Final Acceptance Certificate (FAC) upon satisfactory completion of a Final Acceptance Inspection by the Engineering Dept.
9. An excavation must be backfilled within 24 hours of starting the excavation work and all surface work must be fully rehabilitated within 48 hours of backfill completion unless otherwise specified by the Engineering Department.
10. Any work deemed insufficient or sub-standard by the Engineering Department will result in the Town of Banff performing remedial work or completing rehabilitation to rectify the work. The costs associated with the remedial work will be covered using the deposit holdback.

Submittal

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Applicant Signature

Date