

STREET OCCUPANCY REQUEST

Office use

Folder #: _____

ENGINEERING AND TRANSPORTATION

e: streetoccupancy@westvancouver.ca



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 Folder Number for online payment.

INSTRUCTIONS TO PAY ONLINE

1. Payments may be made online at westvancouver.ca/payonline
2. Select "Pay for Permit"
3. Enter the folder number above, click "search by folder"
4. Click "add to cart"
5. Click "pay"
6. Click continue and follow the instructions to enter credit card information.
7. Please provide payment confirmation and we will email you the approved permit.

Date:

Company Name:

Address:

Phone:

Fax:

Contact Name:

Email:

Location: Attach a sketch showing the area of intended street occupancy (Please 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: _____ a.m. p.m. to End time: _____ a.m. p.m.

Purpose of 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: \$115+\$2 x area (square metres) x weeks (minimum one week). Signage fee will apply if temporary no parking signs are required.

Office use:

Approved

Rejected

Note:

Date:

Department Signature:

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 Street Occupancy approved application must be kept on site at all times.
3. Traffic sightlines MUST NOT be blocked and no materials are to be placed within one meter 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.