



Comox Highway Use Bylaw No. 1920

APPLICATION for HIGHWAY USE PERMIT

The information required by this form is collected under the authority of the Community Charter and Comox Highway Use Bylaw 1920 for the purposes of bylaw administration. Further information about the collection of the information may be obtained from the Corporate Officer, Town of Comox, 1809 Beaufort Avenue, Comox BC, or by calling the Corporate Officer at (250) 339-2202.

- Driveway crossing of boulevard
- Other works on Town highway
- Building or structure encroaching on Town highway

Name of property owner: _____

Name of applicant, if different from owner: (complete *Owner's Authorization of Agent* on Page 2):

Name of contractor: _____ Business Licence # _____

Civic address of land: _____

Legal description of land: _____

Telephone number of applicant: _____

Email address: _____

INFORMATION FOR DRIVEWAY CROSSING PERMIT:

- Driveway only
- Culvert only
- Driveway and culvert

Existing condition of abutting Town roadway:

- Roadway only, open ditch
- Roadway only, enclosed culvert
- Mountable curb
- Barrier curb
- Sidewalk
- Other _____



Attach:

- Dimensioned site plan showing entire frontage(s) of property, location and width of proposed driveway and distances from edges of driveway to side lot lines, existing boulevard trees, fire hydrants, utility kiosks and utility poles within the property frontage. Municipal Engineer may require a plan and profile prepared by a B.C. Land Surveyor.

Location of proposed driveway must be staked, flagged, or otherwise marked on site to allow inspection prior to permit issuance.

- Damage deposit in the amount of \$1,000 in the form of cheque or letter of credit.

Address for reimbursement of Damage Deposit: _____

INFORMATION FOR PERMIT AUTHORIZING OTHER WORKS ON TOWN HIGHWAY:

Description of proposed works (plans may be attached to this application):

Proposed construction period: _____

Estimated cost of proposed works (for calculation of security amount): \$ _____

INFORMATION FOR ENCROACHMENT ON TOWN HIGHWAY:

Description of encroachment (dimensioned plans must be attached to this application and the Municipal Engineer may require a plan and profile prepared by a B.C. Land Surveyor):

OWNER’S AUTHORIZATION OF AGENT

The undersigned as the registered owner of the property in the Town of Comox identified on the first page of this document authorize the contractor identified on that page to make this application on my behalf and to execute on my behalf the Owner’s Indemnity, Acknowledgements and Authorizations on the last page of the document, with the intention that the indemnity and those acknowledgements and authorizations will be legally binding on me as if I had executed the permit on my own behalf.

Owner’s Signature: _____

Owner’s Name: _____

Submit to: [Town of Comox, Municipal Works Yard, 1390 Guthrie Road, Comox BC V9M 0A5](#)

Application Form also available at comox.ca