

Road Alteration Permit or Road Use Permit Checklist

1. **Application Form** – Ensure all sections are filled out, including the detailed description of the proposed works (eg. Details on what are you applying to do). Note: If this is a renewal of a previous or existing permit, please write the permit number and how long you wish to renew for.
2. **Certificate of insurance** listing the City of White Rock as an additional insured (This must be listed on the certificate) with a liability amount of \$5 Million
3. **WCB Clearance Letter**
4. **City of White Rock Business Licence** – Applicants must have a City of White Rock Business Licence. Note: inter-municipal business licences are not accepted in the City of White Rock
5. **Traffic Management Plan** – If you will be obstructing the road in any capacity, you must submit a professionally designed (computer generated) traffic management plan that conforms to Ministry of Transportation and Infrastructure standards. (Tip: this service can usually be provided by the traffic management company hired to do the flagging). If you are not obstructing the road in any way, you do not need a traffic management plan, but this must specifically stated on your application form.
6. **Topographic Survey** – ***If applicable** (May be required if property line needs to be identified, or if planning to alter the City boulevard, etc)
7. **Resident Notification Letter** – Letter delivered to residents of the surrounding block notifying them of the planned work. Include detailed information such as: Company name and contact information, what the proposed works are, when it is happening, where it is happening, for how long, what is being impacted, etc. Also attach a copy of the traffic management plan or a site plan for a visual reference for the residents.

Engineering and Municipal Operations

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My City by the Sea!

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