

STREET OCCUPANCY LICENCE APPLICATION

Application to Use Public Infrastructure for Construction Purposes.

Refer to the Streets and Traffic Bylaw No. 2233, 2025. The conditions in Bylaw No. 2233 shall apply for the permit below.

APPLICANT INFORMATION

Name: _____

Business Name: _____

Address: _____ City: _____ Postal: _____

Email: _____ Phone: _____

ONSITE CONTACT

Name (if different from applicant): _____ Authorized Agent

Address: _____ City: _____ Postal: _____

Email: _____ Phone: _____

Emergency Contact Name: _____ Emergency Contact Number: _____

LICENCE APPLICATION

Occupancy Licence

Shoring Works Licence

Crane Swing Licence

APPLICATIONS

STREET OCCUPANCY LICENCE APPLICATION DETAILS

Location of Works (Civic Address, PID, and Legal Description): _____

Purpose of Occupancy (ex. Staging area during construction): _____

Area of Occupation (Sidewalks, and marked parking stalls (m²)): _____

Area of Occupation (Bicycle lanes, multi-use pathways, or vehicular lanes (m²)): _____

Start Date: _____ End Date: _____

ATTACHED DOCUMENTS

Proof of Insurance

Construction Parking and Delivery Plan

Cost Estimate

Traffic Impact Assessment

Traffic Management Plan

Detailed Plans

Mitigation Plan

Other

APPLICATIONS (CONTINUED)

SHORING WORKS LICENCE APPLICATION DETAILS

Development Permit Number: _____ Soil Permit Number: _____

Location of Works: _____

Type of Shoring: _____

Impacts of Shoring to Existing Infrastructure: _____

Confirm Coordination with Utility Companies: WSES CRD Fortis BC BC Hydro Telus Rogers Other

Start Date: _____

Working Hours – Start Time: _____ End Time: _____

ATTACHED DOCUMENTS

- | | |
|---|---|
| <input type="checkbox"/> Proof of Insurance | <input type="checkbox"/> Construction Parking and Delivery Plan |
| <input type="checkbox"/> Engineering Cost Estimate to Remediate | <input type="checkbox"/> Traffic Management Plan |
| <input type="checkbox"/> Detailed Shoring Plans | <input type="checkbox"/> Letters of Engagement (Geo/Civil) |

CRANE SWING LICENCE APPLICATION DETAILS

Location of Works: _____

Type of Crane: _____

Size of Crane (Jib length, height): _____

Crane Swing Radius: _____

Start Date: _____ End Date: _____

ATTACHED DOCUMENTS

- | | | |
|---|--|---|
| <input type="checkbox"/> Proof of Insurance | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Construction Parking and Delivery Plan |
| <input type="checkbox"/> Detailed Plans of Crane Swing Radius | <input type="checkbox"/> Neighboring Property Agreements | |

APPLICATIONS (CONTINUED)

APPLICANT SIGNATURE

I certify that the information provided is true and complete to the best of my knowledge. I understand that this application collects information only and does not grant permission to use the City's road right-of-way. If approved, the City will issue the relevant licence that contains all binding terms, conditions, responsibilities, indemnities, insurance requirements, and obligations.

Applicant Name

Applicant Signature

Date

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act ("FOIPPA") and will be used to administer permit applications within the City of Langford. The information provided on the form may also be shared in accordance with FOIPPA. Please contact Legislative Services at 250-478-7882 or foi@langford.ca if you have any questions about the collection, use, storage or disclosure of this information.

INTERNAL USE ONLY
STREET OCCUPANCY LICENCE

STREET OCCUPANCY LICENCE – FEES AND DEPOSITS

Application Fee: \$1,000.00

Lane Costs Fee (\$1.15 per square meter per day to occupy existing bicycle lanes, multi-use pathways, or vehicular lanes): \$ _____

Other Costs Fee (\$0.85 per square meter per day to occupy existing sidewalks or marked parking stalls): \$ _____

First Total Permit Fee (Calculated Monthly Hereafter): \$ _____

Security Deposit: \$ _____

ATTACHED DOCUMENTS

Proof of Insurance

Construction Parking and Delivery Plan

Detailed Plans

Traffic Management Plan

Mitigation Plan

Other

SHORING WORKS LICENSE – FEES AND DEPOSITS

Application Fee: \$1,000.00

Remediation Bonding: \$ _____

ATTACHED DOCUMENTS

Proof of Insurance

Construction Parking and Delivery Plan

Engineering Cost Estimate of Remediation

Traffic Management Plan

Detailed Shoring Plans

Letters of Engagement (Geo/Civil)

CRANE SWING LICENCE – FEES AND DEPOSITS

Application Fee: \$500

ATTACHED DOCUMENTS

Proof of Insurance

Construction Parking and Delivery Plan

Detailed Plans of Crane Swing Radius

APPROVER NOTES:

INTERNAL USE ONLY
STREET OCCUPANCY LICENCE

APPROVER NOTES (Continued):

Empty box for approver notes.

OCCUPANCY LICENCE APPROVAL:

Yes No

City of Langford Signature _____ Date: _____

OCCUPANCY LICENCE FINAL APPROVAL:

Yes No

City of Langford Signature _____ Date: _____

SHORING WORKS LICENCE APPROVAL:

Yes No

City of Langford Signature _____ Date: _____

SHORING WORKS LICENCE FINAL APPROVAL:

Yes No

City of Langford Signature _____ Date: _____

CRANE SWING LICENCE APPROVAL:

Yes No

City of Langford Signature _____ Date: _____

CRANE SWING LICENCE FINAL APPROVAL:

Yes No

City of Langford Signature _____ Date: _____