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 (m^2)): _____

Area of Occupation (Bicycle lanes, multi-use pathways, or vehicular lanes (m^2)): _____

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

t 250.474.7882
e engineering@langford.ca

2nd Floor, 877 Goldstream Avenue
Langford, BC V9B 2X8

CITY OF Langford

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: _____

ATTACHED DOCUMENTS

- ☐ Proof of Insurance
- ☐ Engineering Cost Estimate to Remediate
- ☐ Detailed Shoring Plans
- ☐ Construction Parking and Delivery Plan
- ☐ Traffic Management Plan
- ☐ 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

- ☐ Proof of Insurance
- ☐ Site Plan
- ☐ Construction Parking and Delivery Plan
- ☐ Detailed Plans of Crane Swing Radius
- ☐ Neighboring Property Agreements

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.

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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 Pan
- ☐ 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:

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STREET OCCUPANCY LICENCE

APPROVER NOTES (Continued):

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: _____

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