

A permit is required for the construction of a new access, or modification of an existing access from or to a controlled highway (*i.e.: maintained by Yukon Government forces*). **PLEASE NOTE:** Work may not proceed until a permit has been issued by the Transportation Maintenance Branch, Department of Highways and Public Works.

## INSTRUCTIONS AND DESCRIPTION OF THE APPLICATION PROCESS

1. The applicant shall provide the following required documents:
  - Application form, completed and signed by applicant. Attach additional information as required to fully describe the proposed work;
  - \$100.00 application fee (cheques to be made payable to Government of Yukon; major credit cards and debit cards are accepted in Whitehorse office or by phone);
  - Proof of insurance must be provided for the duration of work - see following note #2;
  - A map (scale 1:50,000) or detailed sketch indicating the location and extent of work;
  - Proof of Tenure (Certificate of Title, Property Tax Assessment, Lease Agreement, Land Use Permit, etc.) with written authorization to access property;
  - Plan or detailed sketch showing the property limits, a map (scale 1:50,000), or air photo indicating the location. Include kilometer location on the highway.

**All the above items are mandatory - the application process cannot proceed without them.**

**In Whitehorse** – the above documents may be submitted in person at 9029 Quartz Road, upstairs in Building 1275 or sent by email, fax, or mail (see bottom of page).

**In the communities** – provide the above documents to the local road foreman during normal working hours, the application will be forwarded to the Whitehorse office. The documents may also be sent by email, fax, or mail.

2. Insurance is a requirement for work in a highway or road right-of-way. Please provide a copy of liability insurance in the amount of \$2 million; the Government of Yukon must be named as “additional insured” on the policy.
3. If the work requires screening through Yukon Environmental and Socio-economic Assessment Board (YESAB) or requires other associated permits such as land use permits, copies of those authorizations will be required prior to the permit being processed.
4. **Residential or agricultural accesses:** Contact the local road maintenance foreman during normal working hours to arrange for a joint site visit. The foreman will complete a separate internal evaluation at that time. The application process can take up to four to six (4 to 6) weeks to complete. In cases of questionable sight distance visibility, a survey crew may be required to ensure safety standards can be met.
5. **Commercial / multi-residential / resource accesses:** The approval process for commercial, multi-residential, and resource accesses are more complex, and generally take up to six to eight (6-8) weeks to complete. Applications for these types of accesses should be submitted in Whitehorse at Maintenance and Planning, Transportation Maintenance Branch, 9029 Quartz Road, upstairs in Building 1275.

In addition to the documents listed above, these applications may also require the following:

- **Commercial:** Business plan, construction schedule, sketch of proposed facility. Additional information that may be requested include hours of operation, operating season, expected number of visitors, and proposed signage.
- **Multi-residential:** Usually requires design by professional engineer and includes proposed subdivision plan, traffic analysis, highway or local road upgrade, YESAA screening and land use permissions.
- **Resource:** Such as: timber / mining / exploration accesses. Typically requires Timber Harvest Plan, estimated traffic volumes and vehicle configurations, proposed schedule, and traffic management plan and whether it will be a seasonal use access. Some projects may require YESAA and/or Land Use permissions which include First Nation consultation.

## 6. Additional information:

- If the applicant is required to provide further information, documentation or preparatory work before permit can be approved, applicant will have up to 6 months to comply or their application will become null and void. If circumstances warrant, the applicant may request an extension in writing.
- The applicant should be aware that Highways and Public Works approval is limited to land designated as highway right-of-way only. Separate land use approvals may be required if the access route encompasses other land under the jurisdiction of the commissioner of the Yukon, federal, or First Nation land.
- If the permit has been approved, applicant will be notified to read and agree to the conditions by signing. The permit will then be forwarded to the applicant and work may proceed. The permit will have an expiry date. If the access is denied, the applicant will be notified.

### **The following general conditions will form a portion of the approved permit; a number of additional conditions will be imposed, depending on the individual scenario:**

- An access permit approves only the development contained herein; a further application is required for any changes or additions.
- The applicant may elect to construct the access using their own forces, or by hiring a contractor. The access road must be constructed as per the permit conditions and standard design.
- An access road constructed by the applicant must pass a final inspection by the road foreman to ensure the standard conditions and design standard have been met. The applicant must inform the road foreman or TMB Maintenance and Planning when the access is completed. The applicant would then reapply for a permit.
- If the permit is for a temporary access, the access shall be removed and the area restored to its original condition by the expiry date shown on the permit at the applicant's expense.
- The permit will become null and void if the access has not been constructed within 12 months of the permit issue, or if the constructed access has not passed inspection by Transportation Maintenance and the necessary corrections have not been completed.
- The access road is subject to future relocation if necessary due to development of gravel/borrow pit.
- The applicant shall be aware that buried utility lines may exist in the right of way. It is the applicant's responsibility to have these lines located and marked. The Yukon Government will not be held responsible for any damage done to any utility caused by work done under this permit.

## **Transportation Maintenance Branch (W-12)**

P. O. Box 2703

Whitehorse, Yukon, Y1A 2C6

Phone: 867-667-8250 • Toll-free 1-800-661-0408 Ext 8250

Fax: 867-667-3648

Email: [highway.permits@gov.yk.ca](mailto:highway.permits@gov.yk.ca)



CONSTRUCTION OR MODIFICATION OF ACCESS TO A CONTROLLED HIGHWAY  
**PERMIT APPLICATION**

Name of applicant / company	
Complete mailing address	
Phone number	
Fax number	
Email	

**ACCESS REQUESTED**

**LOCATION OF ACCESS**

Highway / road name <i>(if access is not to a main or secondary highway, provide normally used road name)</i>	Kilometer location
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<input type="checkbox"/> Right side	<i>Right/left side is determined when looking in direction of increasing Kms</i>	<input type="checkbox"/> New	<input type="checkbox"/> Permanent
<input type="checkbox"/> Left side		<input type="checkbox"/> Modification	<input type="checkbox"/> Temporary: required until _____

**TYPE OF ACCESS**

<input type="checkbox"/> Private residential access	<input type="checkbox"/> Agricultural access	<input type="checkbox"/> Resource access
<input type="checkbox"/> Public multi user access	<input type="checkbox"/> Single commercial access	<input type="checkbox"/> Double commercial access

**LAND STATUS INFORMATION**

Description of property being accessed from highway. (Note: If the applicant is not the land owner, the applicant must provide proof in writing that they have authorization from the land owner to apply for the permit.)

Lot no.	Plan no.	<input type="checkbox"/> YESAB approval Project no. _____
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Privately owned (titled)

Leased from: \_\_\_\_\_ Type: \_\_\_\_\_

Agreement for sale with: \_\_\_\_\_

Under land use permit number: \_\_\_\_\_ Application date: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Land set aside: \_\_\_\_\_

Other: \_\_\_\_\_

If ownership of the property being accessed is different from that of the applicant, provide complete mailing address of land owner.

Name of registered land owner	
Complete mailing address	
Phone number	
Fax number	
Email	

**ADDITIONAL INFORMATION**

Provide any additional information regarding the use of the access that may help to evaluate the application here or on a separate attachment.

Equipment to be utilized:

Material to come from:

Contractor name (if applicable):

Proposed schedule: Start date: \_\_\_\_\_ Duration: \_\_\_\_\_

**DECLARATION**

I understand that this is an application only and approval to perform the work has not been given at this time.

I understand that approval will be dependent on several conditions and I will perform the work according to the conditions if my application is approved.

Receipt of the approved permit from the Transportation Maintenance Branch will constitute permission to perform the work, subject to the conditions attached to the permit.

Applicant's name (print)	
Applicant's signature	
Date	