MOUNTAINS OF OPPORTUNITY
CRANBROOK

Overload/Oversize Permit Application

The Overload/Oversize Permit is issued pursuant to "City of Cranbrook Streets, Traffic and Parking Bylaw No. 4044, 2021."

This Permit is required for the transportation of all Over Height and Over Width Vehicles (greater than 4.15 m in height or 2.6 m in width) and for any vehicle or combination of vehicles having a weight not conforming to the requirements of the *Commercial Transport Act* and Regulations.

Please complete the application and forward together with a Route Map, Traffic Control Plan and Certificate of Insurance to:

City of Cranbrook City Hall,
40-10th Avenue South
Cranbrook, BC, V1C 2M8
Fax: 250-489-1828

Please direct all inquiries to:

Engineering.Permits@cranbrook.ca

APPLICANT INFORMATION

Name of Applicant/Company:

Name of Registered Owner:

Address of Applicant/Company:

Address of Registered Owner:

Contact Telephone of Applicant/Company:

Contact Telephone of Registered Owner:

ROUTE MAP

Permit is not valid outside of date and time range specified below. Must conform to all requirements of the City of Cranbrook Streets, Traffic and Parking Bylaw No. 4044, 2021, including restricted roads indicated on the City Road Load Restrictions Map (https://cranbrook.ca/our-city/city-departments/public-works/city-road-load-restrictions-map).

☐ Route map attached (including labelled start and end points).

Start Date and Time: _____

End Date and Time: _____

TRAFFIC IMPACT

☐ No Impact ☐ Parking Impact[1] ☐ Lane Closure (Single) [2] ☐ Full Road Closure [2]

[1] Applicants may be required to pay for any occupied metered parking stalls.

[2] Applicant must provide 48 hour written notification to all emergency services (RCMP, Fire, Ambulance) and BC Transit for any Full Road Closures.

All Overload/Oversize Permit Applications affecting parking or lane/road closure(s) requires a Traffic Control Plan to be submitted. Traffic Control equipment, arrangements and procedures must meet the requirements of the latest edition of the Traffic Control Manual for Work on Roadways issued by the Ministry of Transportation as well as all applicable WCB Standards. The Plan must include company name, diagrams, signage, procedures and list of licensed TCP's if applicable.

☐ Traffic Control Plan Attached

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy* Act and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

THE CITY OF CRANBROOK
Engineering Department

Phone: (250) 426-4211 Facsimile: (250) 489-1828
40-10th Avenue South Cranbrook, BC V1C 2M8

WWW.CRANBROOK.CA

LOAD INFORMATION

☐ Over Height ☐ Over Width ☐ Overweight

Size (maximum):

Overall Height (m): _____
Overall Width (m): _____
Overall Length (m): _____
Overhang-Rear (m): _____
Projection-Front (m): _____

Mass

G.V.W. (actual, kg): _____
Allowable G.V.W. (kg): _____
Overmass (kg) _____
Licensed G.V.W. (kg): _____

Type of Motor Vehicle:	Type of Trailer:	Total Number of Axles:
Motor Vehicle License Plate No.:	Trailer License Plate No.:	Type of Load (ex. Manufactured Home):

Pilot Car Service (Front): ☐ YES ☐ NO Pilot Car Service (Rear): ☐ YES ☐ NO

INSURANCE REQUIREMENT

MANDATORY REQUIREMENT

Prior to the approval of an Overload/Oversize Permit application, the City of Cranbrook requires the applicant proposing to use municipal streets, parks, provide an executed copy of a Certificate of Liability Insurance which includes the following:

- $2,000,000 (two million dollars) Comprehensive General Liability with inclusive limits for bodily injury and property damage liability including coverage for participants;
- cross liability clause;
- the City of Cranbrook named as an additional insured;
- indication of when the insurance shall commence prior to the use of event facilities and indication of when the insurance shall end after the event, allowing additional time for set up, practice and clean up.

Additionally, written notice to the City of Cranbrook prior to the scheduled event advising of cancellation or material change.

☐ Insurance Certificate Attached

NOTE: Permit not valid unless carried on vehicle. See attachment for additional limitations and conditions.
I have read, understood and agreed to the requirements of this permit, including the GENERAL CONDITIONS

_____ _____
Signature of Representative **Date**

THE CITY OF CRANBROOK
Engineering Department
Phone: (250) 426-4211 Facsimile: (250) 489-1828
40-10th Avenue South Cranbrook, BC V1C 2M8
WWW.CRANBROOK.CA

OFFICE USE		
Overload/Oversize Permit File Number: 4525.45._____	Date Received	Received By:
Documents Received ☐ Route Map	☐ Traffic Control Plan	☐ Insurance Certificate
Approved (Permit Issued)	Denied (State Reason Below)	
Date:_____	City Engineer:_____	
Comments:_____		

GENERAL CONDITIONS

1. The movement of any Building or Structure is covered under Building Bylaw No. 3725, 2013.
2. The applicant assumes responsibility for raising or relocating any overhead utilities or infrastructure as required.
3. The applicant assumes responsibility for all traffic control costs
4. The applicant assumes all responsibility for existing site conditions along the proposed route.
5. All City owned property and utilities shall be protected and supported, to the satisfaction of the City.
6. This permit is not valid until signed by the City of Cranbrook's Engineer and a copy of this permit, including attachments and utility locates must be on site at all times.
7. Mud tracking or dust nuisance shall not be allowed. Any accumulation must be cleaned from the road and/or shoulders immediately. Cleaning or Dust Control instructions may be given by City of Cranbrook Engineer or Director of Public Works if at any point it becomes a nuisance or safety concern.
8. The Applicant shall not cut, trim or interfere with any trees in the right-of-way without City of Cranbrook approval.
9. All changes and/or deviations from the submitted approved permit shall be subject to re-approval from the City of Cranbrook.
10. Property owners and/or residents shall receive a minimum of 24 hours written notice prior to temporary closing of an access to homes and businesses, or a temporary interruption of any utility.
11. Additional public notice via newspaper, radio or other forms of communication may be required for projects determined by the City of Cranbrook to have significant impact.
12. Applicant will be required to pay all fees related to the occupation or use of public parking stalls related to the permitted work.
13. The applicant agrees and accepts full responsibility to supply, maintain, clean and place all barricades, warning signs, delineators, and flashing lights, necessary for the protection of the public and the safe operation of the installation, at the applicant's own expense as per the latest edition of the Traffic Control Manual for Work on Roadways issued by the Ministry of Transportation as well as all applicable WCB Standards.

THE CITY OF CRANBROOK
Engineering Department
Phone: (250) 426-4211 Facsimile: (250) 489-1828
40-10th Avenue South Cranbrook, BC V1C 2M8
WWW.CRANBROOK.CA