

## I need to do work on or in municipal roads or rights-of-way and need a Highway Use Permit.

*What do I need to know? What do I need to do?*

As per the Township of Langley's Highway and Traffic Bylaw 2010 No.4758, as amended from time to time, no one shall undertake any work on a highway without first applying for and obtaining a Highway Use Permit.

1. The Engineering Division processes a high volume of Highway Use Permits. Applicants should submit Highway Use Permit applications at least five business days in advance.
2. Applicants can complete a Highway Use Permit application form either:
  - a) In person at the Engineering counter at the Township of Langley Civic Facility (20338 - 65 Avenue), or
  - b) Online, by downloading an application from **tol.ca** and emailing the completed form to the Engineering Division at [enginfo@tol.ca](mailto:enginfo@tol.ca).
3. To secure a Highway Use Permit, applicants must provide the following:
  - Evidence of commercial general liability insurance in the amount of:
    - \$5,000,000 for all work involving the use of heavy equipment including excavation, paving, and underground or overhead utility work;
    - \$3,000,000 for all work not involving heavy equipment, but still located within the edges of the paved roadway (including manhole access or median landscaping);
    - \$1,000,000 for all work involving purely hand tools, and located completely within the boulevard and outside of the paved area

All policies must contain a cross-liability clause with the Township of Langley named as an additional insured

- Application fee required as outlined in Township of Langley Fees and Charges Bylaw 2007 No. 4616, as amended. A security deposit and road usage fees may apply.
- A 24/7 emergency contact name and cell phone number
- A detailed traffic control plan if the work involves a complete or partial road closure
- Detailed design drawings are a requirement for telecom applications.

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# Highway Use Permit

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4. As required by the Township's Pavement Cut Policy, if the applicant is planning to make any pavement cuts, the applicant must also submit a Pavement Cut Form along with the applicable deposit. If applying for a Highway Use Permit in association with a development application, a Pavement Cut form is still required, but Development Services will process all fees.
5. The Transportation Engineer/Technologist reviews the application and indicates any Engineering restrictions/requirements.
6. After the Transportation Engineer/Technologist approves and signs the Highway Use Permit, the applicant will receive a copy via email. In the event the permit is not approved the Township will notify applicants.

## Questions about Highway Use Permits?

Contact the Engineering Division at 604.533.6006.  
Hours of operation: Monday through Friday, 8:30am to 4:30pm.