



## Highway Use Permit Pre-Construction Site Review Checklist

### Highway Use Permit Information

Permit No.:		Review Date:	
Project Address/Name:		Reviewed By:	
Applicant:	Signature:	Phone:	

### Review Items – Prior to Construction

### Comments

1.	Street Closure: Require full road closure? Require partial closure? If yes, require written consent.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2.	Is there a concrete sidewalk? Is there a trail? Treatment: Is it damaged? Describe damage:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is the boulevard installed & graded with: <ol style="list-style-type: none"> <li>1. Street Tree. Type (if known):</li> <li>2. Shrubs, plants and/or road mulch</li> <li>3. Topsoil and grass</li> <li>4. Irrigation</li> <li>5. Is there any damage?</li> </ol> Describe damage:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are the storm and sanitary inspection chamber's lids installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are the individual Brooks Box c/w cast iron H-20 loading covers installed separately with the storm and sanitary inspection chambers? If no, forward to Engineering if developer required to install – otherwise applicant to install as part of HUP	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe:
6.	Is the storm inspection chamber clear of debris? If no, forward to Engineering for coordination	<input type="checkbox"/> Yes <input type="checkbox"/> No date completed:
7.	Is the sanitary inspection chamber clear of debris? If no, forward to Engineering for coordination	<input type="checkbox"/> Yes <input type="checkbox"/> No date completed:

### Highway Use Permit:

Deficiencies Addressed:		Issue Highway Use Permit:	
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## Highway Use Permit Post-Construction Site Review Checklist

### Highway Use Permit Information

Review Date:	Reviewed By:
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### Review Items – Prior to Construction

### Comments

1.	Is hard surface driveway constructed with: 1. Asphalt? 2. Concrete? 3. Pavers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Driveway requirements: Is the driveway sloping towards the garage? If yes, install storm drain prior to the garage's door or carport's entrance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is the boulevard installed & graded with: 1. Shrubs, plants and/or road mulch? 2. Topsoil and grass?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Is there one (1) tree installed in the right-of-way fronting the lot? (take photo)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is the storm inspection chamber clear of debris? If no, request to remove blockage - ensure done	<input type="checkbox"/> Yes <input type="checkbox"/> No date completed:
6.	Is the sanitary inspection chamber clear of debris? If no, request to remove blockage - ensure done	<input type="checkbox"/> Yes <input type="checkbox"/> No date completed:
7.	Are the storm and sanitary sewer inspection chambers lids installed/intact?	<input type="checkbox"/> Yes <input type="checkbox"/> No - installed <input type="checkbox"/> Yes <input type="checkbox"/> No - intact
8.	Are the individual Brooks Box c/w cast iron H-20 loading covers installed separately with the storm and sanitary inspection chambers? If no, ensure applicant installs the brooks boxes as required by the HUP	<input type="checkbox"/> Yes <input type="checkbox"/> No  date completed:
9.	Is storm culvert required (min 300mm) & installed? If yes, install mortared rock headwalls in urban and suburban area	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are all works completed or re-instated on municipal right-of-way to the DoS' satisfaction? If Yes, refund HUP If No, Extend permit	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Final Sign Off For Closing and Refund:

Highway Use Permit Completed/Extended:		Process Refund:	
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