

Boulevard Crossing Permit

Construction, modification, or removal of driveway accesses require an approved Boulevard Crossing Permit from the Municipality prior to commencement of construction.

Procedures and guidelines for the installation of boulevard crossings can be found within this application and further refer to the Municipality's website for more information.

STEP 1

SUBMIT AN APPLICATION

- Apply online on the RMWB website through E-permitting portal
 - Create an account or sign in at <https://acaproduct.rmwb.ca/citizenaccessprod/Default.aspx>
- Apply in person at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.
 - You can contact by phone at 780-743-7000 or by email at permit.inquiries@rmwb.ca
 - After hours: contact the Pulse at 780-743-7000 or toll-free at 1-800-973-9663
 - Conversely download permit application forms under Engineering and Infrastructure Development at <https://www.rmwb.ca/en/permits-and-development/applications-licences-and-permits.aspx>
- Fill out all the applicable information and payment is due and payable at the time of application
 - Attach all required documentation
 - Have a map showing the location of work, approved project drawings, specifications and if requires a Traffic Accommodation Plan following the RMWB's Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual or designed by a trained individual.

STEP 2

REVIEW

- The Boulevard Crossing permit is reviewed internally within 5 working days.
- All information and attachments provided by the applicant will be carefully reviewed for compliance.
- The applicant will be contacted if additional information is required.

STEP 3

DECISION

- **APPROVED**
 - The applicant will receive an auto generated email, confirming permit has been approved. To access the permit, login to download the permit.
- **NOT APPROVED**
 - The applicant will receive an auto generated email or phone call with recommendations/comments.
 - If the applicant addresses recommendations/comments, so back to review stage.

STEP 4

CARRY OUT WORK

- Applicant is approved to carry out work as per the endorsed permit.
- When works is complete, an engineering technician may conduct a site inspection during or when work is done for compliance.

STEP 5

PERMIT EXTENSION (OPTIONAL)

- Permit extension can be requested by email to Engineering.Requests@rmwb.ca
- Sign in, upload supporting documents and contact us by email to schedule proposed extension date



Boulevard Crossing Permit

Application Date: _____

Letter of Authorization: Yes No

Owner Name: _____ **Mailing Address:** _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

Contractor: _____ **Mailing Address:** _____

City: _____ Prov: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

Property Location Street Address: _____ Hamlet: _____

Unit #: _____ Lot: _____ Block: _____ Plan: _____

Driveway Details: Asphalt Concrete Paving Stone Curb Cut Sidewalk Swale Para Ramps Curb Return

Total Number of Boulevard Crossings for this Lot: _____ Width of this Crossing: _____

Construction Dates: _____ Start: _____ Completed: _____

(If yes, then apply for Traffic Accommodation Plan)

Road Closure: Yes No (If yes, Full Partial) Dates: _____

Special Conditions Attached: Yes No

Permit Applicant Declaration: I hereby agree that the work stipulated in this Permit shall be performed in accordance with the Regional Municipality of Wood Buffalo's **Engineering Standards, Traffic Control and Utility Installation Manual, approved project drawings and specifications**. In case of default, I acknowledge and confirm that the Regional Municipality of Wood Buffalo has the right to complete the work shown in this permit and charge the costs back to me, so the project is compliant. I shall indemnify and save harmless the Regional Municipality of Wood Buffalo from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done or omitted to be done by the development owner in pursuance or purported pursuance of this Boulevard Crossing. I certify that the boulevard crossing will be installed a minimum of 1.0 meter from any pole, hydrant, utility transformer or pedestal. I agree to pay all costs for relocating any of these facilities within 1.0 meter of the constructed Boulevard Crossing. Driveways for Residential Single Detached and Semi-Detached lots shall be offset a minimum of 1.0 meter from the side yard property line to the adjacent lot.

Applicant's Name (Please print) _____ **Applicant's Signature** _____

Development Officer Approved _____ **Date:** _____

Reviewed By: _____ **Date:** _____
(Engineer/Technician)

Approved By: _____ **Date Approved:** _____
(Manager, Development | Engineering)

Comments: _____

Payment: Bylaw 24.026 (Schedule A)

Permit Fee: Commercial /Industrial \$150 Residential: New Approach \$150 Extension \$30

Payment Method: Visa M/C Debit Cash Cheque Authorization / Cheque Number _____