

Permit Number:
Permit Expiry Date:
Issued Date:
Application Date:
OSCP Obtained (if applicable): Y N
OFFICE USE ONLY

Please complete the information below:

Company Name (if applicable): _____

Contact Name: _____ **Contact Phone Number:** _____

Contact Email: _____

Access Start Date: _____ **Proposed Completion Date:** _____

Address of Work: _____

Location of Work: _____

Description of Work:

SCOPE:

The parks and trail system are designed for the use and enjoyment of the citizens and visitors of St. Albert. Any maintenance work that is done on or near these areas must consider the safety of the public, City maintenance crews and the applicant’s workers. Work on parks and trails must have a minimal impact on the regular use of these areas.

CONDITIONS:

The following conditions apply to the issuance of this permit:

- Applicant acknowledges that the City requires 24 hours to issue an approval of this permit and it is not complete until signed off by Team Lead and/or Supervisor at Public Works.**
- The applicant must have an On Street Construction Permit, issued by the City’s Planning and Engineering department, prior to filling out this request form if job requires applicant to leave debris, materials or vehicles on City property or if they are doing work directly on City property.*
- This permit authorizes the applicant to cross City of St. Albert land to gain access to the above mentioned property. This permit does not entitle encroachment or access to 3rd party private property.
- This applicant is solely responsible to have any and all 3rd party utilities located and marked in the area prior to accessing City property. The applicant will be responsible for any repairs or claims associated with any and all damage to utilities crossed during access or work activities.
- The applicant assumes full responsibility for any costs for repair of damage to any turf areas, walkways, curbs, sidewalks, trails, fences, trees or any other infrastructure or feature resulting from the above mentioned work.

- ❑ A final inspection is required before the permit expiry date stated above. To ensure you are not held responsible for any subsequent damages to City Property, the applicant must contact Public Works at 780-459-1557 when the work is completed to schedule a final inspection.

GUIDELINES:

- ❑ The use of motor vehicles should be kept to a minimum. Motor vehicles will be permitted access to use a park or trail only for the purpose of performing work.
 - ❑ The maximum speed limit for any type of equipment is 10 km per hour.
 - ❑ If a vehicle needs to be parked while maintenance is being performed it must be located completely off the trail. Care must be taken not to damage turf or the trail edge and vehicles must not be parked on steep slopes, especially when it is wet or icy.
 - ❑ When carrying loads, no cargo must extend past the side or the back of the vehicles. Tools, branches, etc... must be properly secured. Any debris on the trail must be cleared up immediately.
 - ❑ Trails have a number of `blind spots` and motor vehicles should avoid travel through these sections unless absolutely necessary. If required to travel in these areas the following procedures must be followed:
 - Flashing lights must be activated,
 - Horn must be sounded before entering a blind spot, and
 - A spotter should walk in advance of the vehicle if one is available.
 - ❑ Work should be scheduled during dry conditions; not during or immediately after periods of precipitation. Any damage as a result of this work will be assessed and charged to the applicant.
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Signature of Applicant: _____

City of St. Albert Representative: _____

For further information, please call the Public Works office at 780-459-1557. *Form updated: April 27, 2015*