


Highway Access Checklist

Applications for highway access shall include a completed permit application form, and supporting details and documents. Please submit the following to the **District Transportation Office**. Be as thorough as possible, since Ministry staff cannot process application with required items missing.

Required items include:

- the completed application form
- the length of time you require the access, as follows:
 - Use "indefinitely" if required for long-term use ***ITC access permits are issued for a maximum of a five year time period.**
 - Give the specific number of months or years if you require the access for a temporary period
- An authorization letter from the owner if someone else, such as an agent, is applying on the owner's behalf
- Original plan to scale of the site layout more 

When you plan to build an access, consider how the access and on-site parking layout will work together. The sketch plan should include the approximate grades and widths of access, and may include a design profile and drainage plans. The District Development Technician is available to provide advice. Engineered drawings may be required for final approval.

The sketch should contain:

- the date it was drawn
- the north arrow
- legal description of the property
- existing access roads and other roads and trails on the property (state names of roads)

Include these items as well, where applicable:

- a copy of any detailed or simplified site impact analysis, where required by the District office
- the certificate of incorporation no. if the company is registered with the Registrar of Companies of British Columbia

The Freedom of Information and Protection of Privacy Act was proclaimed on October 4, 1993. All personal and business information collected by the Ministry is subject to the provisions of the Act.

The personal information on the application form is collected under the authority of the Land Title Act. The information collected will be used to process your preliminary subdivision application, and it may be necessary for the Ministry to provide this information to other agencies (see **Evaluation**). If you have any questions about the collection, use and disclosure of this information, contact the District Development Technician at the nearest Ministry of Transportation office.

Apply for an ordinary access permit.

This guide is a living document; it is subject to change without notice. Please check the Permit Website (<http://www.th.gov.bc.ca/permits.htm>) to make sure your version is sufficiently current.