

Work Within Right-of-Way Permit For Municipal Owned Roads & Infrastructure

How to Apply for a Permit

Permit Applications must be submitted to the Planning Department

Becky Dauphinee bdauphinee@westhants.ca or dropped off to our location below.

Mailing: Po Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

Questions regarding cost associated & Municipal Specifications Rob Butler rbutler@westhants.ca 798-8391 Ext 14

Customer & Premise Information (Required)

Name: _____ Date: _____
 Phone Number: (____) _____ Email: _____
 Location/Address: _____
 Property Identification Number (PID): _____
 Type of Premise: ☐ Residential ☐ Multi-Unit Res. ☐ Industrial ☐ Commercial ☐ Institution Owner
 Signature: _____

Contractor Information (Required)

Name: _____ Email: _____
 Phone Number: (____) _____
 Contractor Signature: _____

Proposed Work

Check or complete all that apply:

Service Connection Type:	☐ New	☐ Renewal
Service Connection System:	☐ Water	☐ Wastewater
Service Connection Location:	☐ Business	☐ Private
Water Service Connection:	Size: _____	
Wastewater Service Connection:	Size: _____	

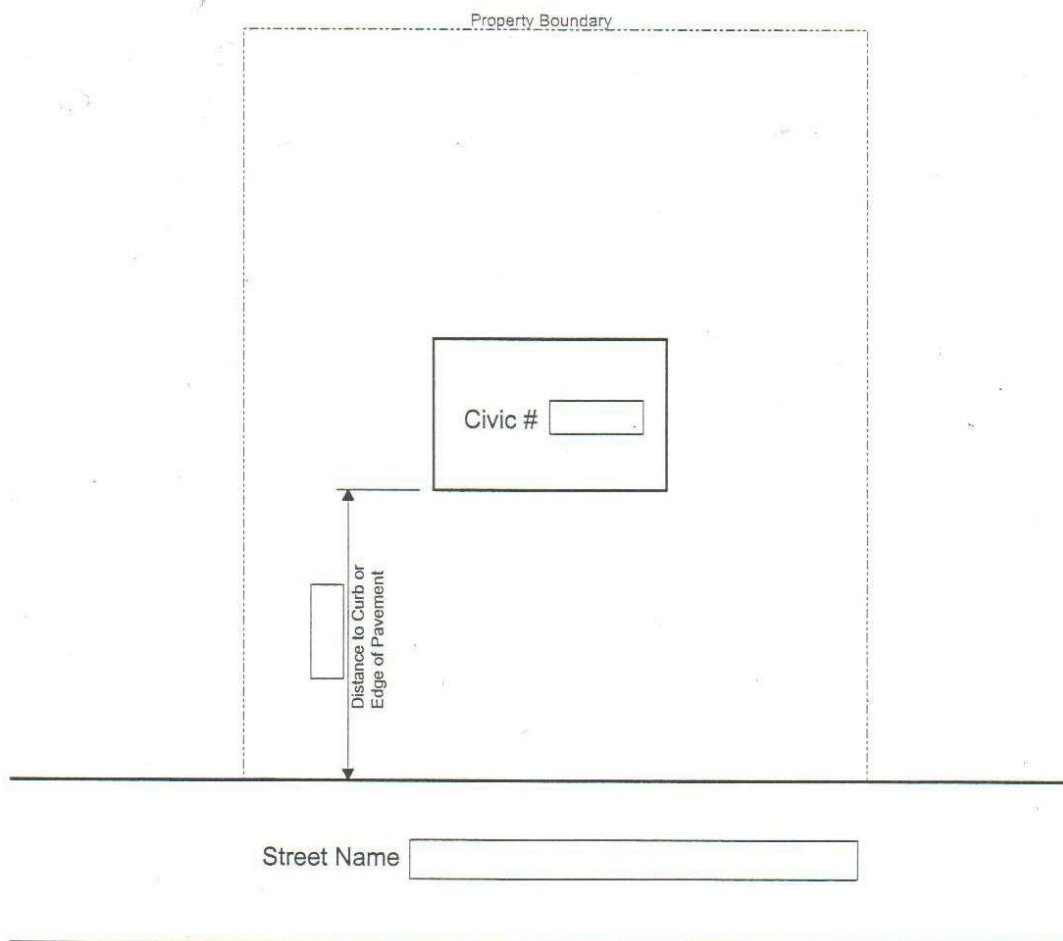
Backflow Prevention Device:	☐ Yes	☐ No	☐ Don't Know
Pressure Reducing Valve:	☐ Yes	☐ No	☐ Don't Know
Driveway Installation:	☐ Yes	☐ No	
Driveway Culvert Installation:	☐ Yes	☐ No	Size: _____
Sprinkler System	☐ Yes	☐ No	

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Application Sketch

In the space provided below, indicate all physical characteristics on, below or within the property that may impact the installation of the service connection installation or repair. Indicate if the proposed work is located on private property or within the Municipality Street right-of-way. If the work is located within the street right-of-way, the Applicant will be required to secure a Municipality Streets and Services permit.

- Location of building(s)
- Location of driveway(s)
- Location of retaining walls
- Location of existing water service connection & service box
- Location of existing wastewater service connection (indicate gravity or pumped)
- Location of existing culvert(s)
- Proposed location of service connection(s) to building
- Proposed driveway culvert(s)
- Location of underground gas, phone and electrical utilities
- Any other significant features



The diagram illustrates the layout for the application sketch. It features a large rectangular area representing the property, outlined with a dashed line and labeled "Property Boundary" at the top. Inside this area, there is a smaller rectangle representing a building, labeled "Civic # []". Below the building, there is a vertical double-headed arrow indicating the "Distance to Curb or Edge of Pavement". At the bottom of the diagram, there is a horizontal line representing the street, labeled "Street Name []".