

Guidelines to Request Work in Municipal Right of Ways

- 1) Application must be completed in writing and submitted to Council for review.
- 2) Application must be received in the municipal office at **least 3 business days** prior to the next meeting of Council in order to be included on the agenda.
- 3) Applicant must contact and meet with the Division Councillor or Council designate & RM Public Works Supervisor at the request location **prior** to submission of request application.
- 4) Application **must include** the following or will be deemed to be incomplete and will not be reviewed by Council.
 - Mapping of Land Location(s) of where work is being requested and noting of all lands that may be affected by the work.
 - Nature of work being requested and why it is being requested
 - Listing all land that is adjacent to the requested work (ex. land alongside the right of way) and land that is affected by work
 - Written Permission (signatures) from all owners of the land identified in the foregoing clause must be included on the written application.
 - When the request is submitted by the land renter, the application must also be signed by the registered land owner.
 - Nature of work to include the following information
 - Depth of work
 - Length of work
 - Type of equipment to be used
 - Name of Contractor if applicable
 - Commencement and completion timelines
 - Culvert Requirements (if any)
 - Any other information that Council/Administrator may request or deem necessary depending on the request
- 5) **The applicant must contact the Water Security Agency to determine if the work requested is a drainage project or works. If it is deemed to be so than an application to Construct Drainage Works must be submitted and approved by the Water Security Agency prior to any approval from Council. If Water Security Agency deems that the work requested does not require their approval or a permit, this information must be in writing for the Agency and submitted with this application to Council prior to Council's review. Channel**

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clearing is to be considered the removal of up to 6" (inches) of silt, etc. Anything more than this depth is to be considered construction and a Permit to Construct Works must be obtained from WSA.

- 6) The applicant realizes that approval will be on a case by case basis and it is at Council's discretion to approve/reject or request additional information.
- 7) The applicant realizes that approval may be subject to conditions and must acknowledge and agree to these conditions prior to work being undertaken.
- 8) Please contact the RM Office at 306-682-3640 or email at rm340@sasktel.net if you have any questions or require more information in regards to your application.