

# Special Move Permit (Street Weight Restriction)

## Application Checklist & Submission Package



*This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.*

Checklist of information required for a complete application for:

## ➤ **Special Move Permit**

Required for operating a vehicle within the City of Saint John with each axle weight exceeding eighty percent (80%) of the axle weights permitted under the Motor Vehicle Act (Chap. M-17).

Applicant must submit:

- Completed **Application Form**
- **Sketch/drawing** showing the proposed route.
  - Drawing must be scaled and dimensioned.
  - Drawing must include a list of City Streets, including reference to cross streets and/or civic addresses, but are not included in Schedule A of the by-law (see attached)
- **Traffic Management Plan**
- **Engineer's Report (pre move report)**
  - Report must assess the space available upon the route, identify limitations, mitigation measures with respect to the limitations identified and those required to reduce or eliminate damage to the city's infrastructure.
- **Confirmation letters**
  - **From Applicant** agreeing to follow all mitigation measures outlined in the Engineer's Report.
  - **From Saint John Police Force** that either an OverSize Dimensions Permit has been issued or that said permit is not required.
  - **From Province of NB Department of Transportation & Infrastructure** that either a special permit has been issued or that said permit is not required.
- **Signed Declaration**
  - Stating that it is not reasonable or possible to decrease the size of the load or redistribute the load to meet permitted axle mass limits
- Completed **Indemnity Form**
- Contractor's **Insurance Certificate** meeting requirements specified by the City and verified by Risk Management
  - Not less than \$2,000,000
  - City of Saint John named as additional insured
  - Contains cross liability clause
- Payment of \$300 **Permit Fee**
- Payment of \$10,000 **Security Deposit**



# Special Move Permit Application Form

START LOCATION:		END LOCATION :	
APPLICATION #		FEE / DEPOSIT PAID BY:	CASHIER:
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE
	MAILING ADDRESS		POSTAL CODE
	CONTRACTOR	EMAIL	PHONE
	MAILING ADDRESS		POSTAL CODE
	CONSULTANT	EMAIL	PHONE
	MAILING ADDRESS		POSTAL CODE
STREETS / CROSS STREET LIST	STREETS	TIME	CROSS STREETS
MOVE DATE:		ALTERNATE DATE:	

**General Collection Statement**

*This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.*

*The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:*

City Hall Building  
 2nd Floor - 15 Market Square  
 Saint John, NB E2L 1E8  
[commonclerk@saintjohn.ca](mailto:commonclerk@saintjohn.ca)  
 (506) 658-2862



The City of Saint John

I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

# INSURANCE REQUIREMENTS

Pursuant to By-Law LG-17:

## A By-law Respecting Weight Restrictions within The City of Saint John

The insurance requirements required by the City as set out in The City of Saint John By-law respecting Weight Restrictions has been reviewed. Satisfactory evidence of the required insurance, in writing, will be provided to the City. Evidence will be provided in a form **SATISFACTORY** to the Commissioner and **shall evidence**, at least, the following coverage is in place;

- a) A Commercial General Liability Insurance, issued on an occurrence basis, and with a minimum limits of Two Million Dollars (\$2,000,000); \_\_\_\_\_
- b) The coverage shall show that the City is added as an Additional Insured; \_\_\_\_\_
- c) Confirm that the policy contains a Cross Liability Clause; \_\_\_\_\_

Insurance requirements have been satisfactorily evidenced for the following permit:

Permit Reference: 2023 - \_\_\_\_\_

\_\_\_\_\_  
Ian Fogan, BBA FCIP CRM  
Manager, Risk Management  
City of Saint John

Date: \_\_\_\_\_, 2023

SCHEDULE "A"	ANNEXE « A »
<b>Route to the Port &amp; Digby Ferry</b>	<b>Route menant au port et au traversier de Digby</b>
Ludlow Street (Route 1 Ramp to King Street West) King Street West Market Place St. John Street Lancaster Street (St. John Street to Digby Ferry Road) Digby Ferry Road	Rue Ludlow (bretelle d'accès de la route 1 à la rue King Ouest) Rue King Ouest Place Market Rue St. John Rue Lancaster (de la rue St. John au chemin Digby Ferry) Chemin Digby Ferry
<b>Routes to Industrial Parks &amp; interior streets</b>	<b>Routes menant aux parcs industriels et aux rues intérieures</b>
King William Road Stinson Drive Bayside Drive Grandview Avenue (Bayside Drive to Industrial Drive) Old Black River Road (Grandview Avenue to McAllister Industrial Park) Industrial Drive Dedication Street Expansion Avenue McIlveen Drive Whitebone Way	Chemin King William Promenade Stinson Promenade Bayside Avenue Grandview (de la promenade Bayside à la promenade Industrial) Chemin Old Black River (de l'avenue Grandview au parc industriel McAllister) Promenade Industrial Rue Dedication Avenue Expansion Promenade McIlveen Voie Whitebone
<b>Route 100</b>	<b>Route 100</b>
Ocean Westway between Manawagonish Road and the exit from Route 7 Manawagonish Road (Ocean Westway to Fairville Boulevard) Fairville Boulevard Harding Street Main Street West (Simms Corner to Harding Street) Bridge Road Chesley Drive Main Street (Chesley Drive to Union Street) Union Street (Main Street to Smythe Street) Smythe Street (Union Street to Station)	Voie Ouest Ocean entre le chemin Manawagonish et la sortie de la route 7 Chemin Manawagonish (de la Voie Ouest Ocean au boulevard Fairville) Boulevard Fairville Rue Harding Rue Main Ouest (de Simms Corner à la rue Harding) Chemin Bridge Promenade Chesley Rue Main (de la promenade Chesley à la rue Union) Rue Union (de la rue Main à la rue Smythe) Rue Smythe (de la rue Union à la rue

Street) Station Street City Road Rothesay Avenue Rothesay Road	Station) Rue Station Chemin City Avenue Rothesay Chemin Rothesay
<b>Connection Routes</b>	<b>Routes de raccordement</b>
Hilyard Street Paradise Row Russell Street Thorne Avenue Loch Lomond Road (Bayside Drive to McAllister Drive) McAllister Drive Crown Street Broad Street Prince William Street Water Street Saint Patrick Street Courtenay Bay Causeway	Rue Hilyard Rang Paradise Rue Russell Avenue Thorne Chemin Loch Lomond (de la promenade Bayside à la promenade McAllister) Promenade McAllister Rue Crown Rue Broad Rue Prince William Rue Water Rue Saint Patrick Pont-jetée Courtenay Bay