

City of Burnaby

Variance of Work Hour Restrictions - Application Form

2020 May

*Pursuant to Section 15(4) of the Burnaby Noise or Sound Abatement Bylaw 1979 (2018):
a person may apply for a variation of work hour restrictions where it is impossible/impracticable
or due to public safety reasons to carry out the work within the times specified in the Bylaw.*

PLEASE ALLOW A **MINIMUM OF SEVEN (7) WORKING DAYS** IN ORDER TO PROCESS A COMPLETE APPLICATION.
PROCESSING TIME WILL BEGIN UPON RECEIPT OF A COMPLETE SUBMISSION

- Noise Variance **Application** Noise Variance **Extension Application**
- Traffic Control Permit Case # _____

APPLICATION	
<i>If applicant hires a contractor and/or consultant to perform work, BOTH shall assume responsibility of the Permittee for the provision of the Application & Permit Agreement.</i>	
Applicant:	Company:
Mailing Address:	
Phone:	E-mail:

Location Details:

Start Date: (YYYY/MM/DD)	End Date: (YYYY/MM/DD)
Start Time: (AM/PM)	End Time: (AM/PM)
Number of hours/days required for variance:	
Location (address, cross streets, or nearest intersection):	
Name and phone number of the person(s) who will be present on site during the proposed hours/days of the work:	

Work Details:

Detailed description and schedule of the project, such as number of hours required to finish the work and type of equipment used: <i>(Attach any additional documents)</i>
Detailed reason on why this work is being conducted outside the allowable hours/days: <i>(Attach any supporting documents)</i>
Detailed description on how the noise will be mitigated: <i>(Attach any supporting documents)</i>

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Required Documents:

1. Map of proposed work area
 - Include staging area if applicable
2. Draft notification letter
 - The notification letter is to be delivered to affected residents at least 72 hours prior to start of works
 - As a minimum, notification letters must include the following:
 - Project information (including date and time)
 - Work contact (including name and cell phone number of person(s) on site)
 - Reason for noise variance
 - Statement that the work has been approved by the City
3. Map of proposed notification letter delivery area
 - Minimum area of distribution to include a one block radius around the work location

Notes:

1. **Process.** Allow a minimum of seven (7) working days in order to process a complete submission. Processing time will begin upon receipt of a complete submission. Submissions lacking required documents, fees and start/end dates will be deemed incomplete. No work shall commence until the application has been signed/issued by the Director Engineering or designate. A minimum of 24 hours' notice is to be provided to this department in writing if there are any changes to the variance dates and/or times.
2. **Specifications.** Any equipment used for the work must be in good repair and generate minimal noise.
3. **Fees and Costs.** A non-refundable application fee is required. An invoice will be sent upon receipt of a completed application form. The application will be assessed after full payment is received.
4. **Terms of Permit.** The privilege granted by the Permit shall continue for a period as requested in the application. After the period has passed, a request for extension, along with an extension fee, will be required. An extension application is defined as works related to and immediately following works having an existing permit.
5. **Limitation of Permit.** Any variance obtained under Section 15(4) of the Burnaby Noise Abatement Bylaw applies only to those specific operations for which variance is requested and is subject to revision or cancellation at any time at the absolute discretion of the Director of Engineering or designate.

Submitting a Complete Application Package:

A complete application package must include (but is not limited to) the following:

- Map of proposed work area
- Copy of the draft notification letter
- Map of proposed notification letter delivery area
- Signed and Dated Variance of Work Hour Restrictions – Application Form (this form)

When all documents are ready, please submit complete application packages to engineering@burnaby.ca for review.

I have read, understood and agree with the information on this application and that failure to submit all the required information will delay the review of the noise variance application

(Applicant Signature)

(Date of Application)

INTERNAL USE ONLY

Applicant: Internal External

Permit #:

Invoice #: