

Traffic Control Plan for Special Events

EVENTS CANNOT TAKE PLACE WITHOUT AN APPROVED PERMIT

Main Contact: _____ **Address:** _____

Event / Location / Address: _____ Specify Address/Event Location

| Title | Contact Name | Phone # | Cell # | Email |
|----------------------------|--------------|---------|--------|-------|
| Prime Contact for closure | | | | |
| Traffic Control Hired | | | | |
| Traffic Control Supervisor | | | | |
| | | | | |

Note - Event Organizer is to immediately notify the City of any changes in contact information, permit conditions, location changes etc

Detailed Description of Event Closure or Activity:

Permit Date/Time Requested

| | | | | | | | |
|---------------------------------------|--------------------|-----------------|--------------------|-----------------------------------|--|------------------|--|
| Start Date (MM / DD / YYYY) | _ / _ / _ m d y | End Date | _ / _ / _ m d y | Start Time: 00:00-24:00 | | End Time: | |
|---------------------------------------|--------------------|-----------------|--------------------|-----------------------------------|--|------------------|--|

Note – permit end date is; date when the event is over and restoration (clean up) for the road to reopen is complete.

Note – permit conditions MUST be followed while road is closed. Barricades and traffic control must stay in place until event is over.

Note – Maintenance of closure areas is the responsibility of permit holder at ALL times. Garbage & recycling bins may be requested through PRC.

Provide Set up and Site Plan Detail as required Yes No (Select one)

Road Closure Site Details:

Select all that Apply "X"

| Set-Up | Event Site | Tear-Down |
|----------------------|---------------------------------|------------------------------|
| Barricades | Traffic Control in place | Site cleared |
| Signage | Sidewalks clear | Signage removed |
| Volunteers stationed | Emergency Vehicle accessibility | Barricades removed |
| | | Temporary structures removed |

Traffic Information

Select all that Apply "X"

| Road Name and Direction <small>Use additional sheet if more than one road</small> | Where on Roadway | Condition(s) |
|--|----------------------------|-----------------------------------|
| | Shoulder / Sidewalk / Blvd | Road Closure - Local Traffic |
| | Curb Lane | Road Closure- No Traffic / Detour |
| | Median Lane | Single Lane - Alternating Traffic |
| | Median | Lane Closure- Multi Lane Road |
| | Intersection | Lane Closure- Continually Moving |
| | Rear Lane (Alley) | Traffic Control Person(s) |

Site map details are included (Select one-"X") (If no, a TMP needs to be submitted prior to event starting) Y N

- Application FEES are non refundable. Parades and NFP No Charge.
- All City Bylaws and guidelines MUST be followed at all times.
- Payments and permit approval must be in place before any event may take place on City Road ways or Property.

I(we) hereby acknowledge I have read and understood the City of Revelstoke Traffic and Highways Bylaws and agree to be bound by its provisions and amendments, if any, specifications and regulations to the City governing excavations in or under municipal streets and to such special conditions, restrictions and regulations as may be imposed by the City.

Date of Application: ____/____/____
MM DD YYYY

Signature : _____
(Site Coordinator Signing Authority)

Email applications please read and check box:

As signing authority for the Event Coordinator, by clicking this box I agree to the terms and conditions of this application:

**CITY OF
REVELSTOKE.**

**Road Usage Permit
Traffic Control Plan**

Traffic Control Supervisor - Event Site Assessment

| Site Assessment Considerations: | Site Assessment Summary |
|--|--------------------------------|
| Road Geograhpy: winding; straight; grade etc. | |
| Road Type: No. of lanes in each direction of travel divided; undivided; bicycle; sidewalk etc. | |
| Road Width: (traffic routing) lanes; bicycle; sidewalk; shoulder etc. | |
| Sight Obstructions: trees; buildings; etc. | |
| Approaches: hills; curves; intersections; driveway access etc. | |
| Event Site Length: active length; total length | |
| Regulated Speed: 50 km/h; 60km/h etc. | |
| Traffic Types: Pedestrian; Cyclists; Local; Tourist; Commercial; Transit; Emergency; school etc. | |
| Surrounding Land Use: Commercial; Industrial; Residential; Rural etc. | |
| | |
| Procedural Considerations: | Procedural Summary |
| Event on roadway: median lane; curb lane; bike lane | |
| Event off roadway: median; sidewalk; shoulder etc. | |
| Event access/egress: Temporary structures count per closure. | |
| Equipment Access: location | |
| Event Site equipment buffer to: pedestrians / cyclists / motorists - see MOT TCMWR: Yes or No "If no provide TCP " | |
| Site Equipment Activity: high or low | |
| Event Hours: day/night | |
| | |
| Event at or in: an intersection,or signaled intersection | |
| | |
| Emergency Vehicle Access | |
| | |
| | |
| | |
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| | |
| | |
| | |

**CITY OF
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Road Usage Permit Traffic Plan Detail

Consider event site assessment and procedural summaries to prepare the traffic control plan(s)

| Considerations: | Traffic Plan Detail Summary |
|----------------------------------|------------------------------------|
| Spacing of vendors/tents/staging | |
| Advanced warning area | |
| Transistion area | |
| Buffer area | |
| Event area | |
| Turning and/or removing signs | |
| | |
| Maintenance and replacement plan | |
| Traffic Control Persons | |
| Qualifications | |
| Hours of work | |
| Communications | |
| Relief | |
| Site Instructions | |
| | |
| | |
| Traffic Control Supervisors | |
| Other: | |

Site Diagram (Email additional documents to prc@revelstoke.ca) - Show all site factors affecting traffic control, traffic control devices, spacing etc. (Insert applicable drawing from the Traffic Control Manual for Events on Roadways)
www.th.gov.bc.ca/publications/eng_publications/TCM/Traffic_Control_Manual.htm

Traffic Control Plan Developed by:

Site Meeting Attendance:

| Name | Agency | Signature |
|------|--------|-----------|
| | | |
| | | |
| | | |
| | | |