



# ROAD CLOSURE & STREET OCCUPANCY APPLICATION

Development Services Dept. – 171 Main Street | Penticton B.C. | V2A 5A9  
Tel: 250-490-2501, Email [development@penticton.ca](mailto:development@penticton.ca)

penticton.ca

This permit is used for any limited, partial or full closure of any City Street, including the boulevard or sidewalk. Activities would include construction, on street containers, sidewalk sales and block parties.

Date of Application: \_\_\_\_\_

Who is developing the Traffic Management Plan (Tick if Applicant )

Name: \_\_\_\_\_  
Person/Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Who is the Prime Contractor responsible for the closure area (Tick if Applicant )

Name: \_\_\_\_\_  
Person/Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Reason for Closure or Street Occupancy: \_\_\_\_\_

Exact location of the closure: \_\_\_\_\_

Type of closure:	<input type="checkbox"/> Closed daily	<input type="checkbox"/> Intermittent/Frequency: _____
	<input type="checkbox"/> Closed entire duration	
	<input type="checkbox"/> Partial road closure	<input type="checkbox"/> Full road closure
<b>**Start</b>	Date: (mm/dd/yr)	Time:
<b>**End</b>	Date: (mm/dd/yr)	Time:

### Edits and changes

Should the start date and time of the closure change from that shown above, the Applicant shall apply for such change by e-mailing the Development Services Department at [development@penticton.ca](mailto:development@penticton.ca). The Applicant will be advised if the revised start date and time is approved and no closure is to commence without such approval. Scheduling conflicts with other events or road closures may require a new Construction Road Closure Application.

Edits and changes prior to the closure taking place will be made at no cost to the applicant.

Any additional closures within 1 month that have no changes to the application, or traffic management plan, will be re-issued at no cost.

### \*\*\*HAVE YOU ATTACHED THE FOLLOWING? \*\*\*

- Permit Fee - \$153.00 + GST (\$7.65) = \$160.65 .....  (acct. # GL CP REC333-001)
- \$3,000,000 Liability Insurance .....
- Traffic Management Plan
  - Hazard Identification and Risk Assessment .....
  - Risk controls .....
  - Traffic Control Plan.....
  - Incident Management Plan.....
  - Public Information Plan .....
  - Implementation Plan .....

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## TRAFFIC MANAGEMENT PLAN

All road closures are to comply with requirements of the most recent edition of the Traffic Management Manual for Work on Roadways (TMM) as published by the British Columbia Ministry of Transportation and Infrastructure for regulation of vehicle and pedestrian traffic or use of roadways and WorkSafe BC Occupational Health and Safety Regulation Part 18.

As a minimum the Traffic Management Plan shall:

1. Identify Prime Contractor: \_\_\_\_\_
2. Identify Owner of the works: \_\_\_\_\_
3. Be developed by a qualified person: \_\_\_\_\_
4. Site contact for the person and phone number responsible for the TMP: \_\_\_\_\_
5. Be based off a Risk Assessment framework
6. Identify site specific hazards that impact worker and public safety
7. Address the order of control measures outlined in Occupational Health and Safety Regulation Part 18 to meet the worker and public safety hazards and risks identified.
8. Include
  - a. Traffic Control plan
  - b. Incident Management plan
  - c. Public information Plan
  - d. Implementation plan
9. Any other information or plans required by the City, acting as the Road Authority, to address public safety concerns.
10. Any other information or plans required to address Worker safety concerns.

A template for the Traffic Management Plan can be found in Appendix C of TMM. A template for the risk assessment, Hazard Assessment and Order of Control measures is attached to this application form. It is the responsibility of the Qualified Professional developing the Traffic Management Plan to determine if the forms and tools provided as an example are appropriate or if an alternate is to be used.

There is no requirement to use the tools and forms referenced or attached, however the minimum requirements shall be included.

As the road authority the City of Penticton may identify hazards, require specific control measures and, direct changes to the Traffic Control Plan to manage Public Safety concerns.

## INSURANCE REQUIREMENTS

The minimum liability insurance requirements are as follows:

1. \$3,000,000 comprehensive general liability policy with inclusive limits for bodily injury and property damage liability including coverage for workers.
2. Cross-liability clause;
3. City of Penticton is named as Additional Insured;
4. 30 days prior written notice of cancellation or material change;
5. Executed copy of Certificate of Insurance, 10 days prior to the event.

Note: The applicant/company should be advised that they are fully responsible to determine their own additional insurance coverage they may require, if any; including Workers Compensation which is necessary and advisable for their own protection and/or fulfill their obligations in organizing the works including protection of the municipality

## WAIVER OF INDEMNITY CLAUSE

The applicant accepts and will use the premises, lands and equipment at their own risk and agrees that neither the City of Penticton herein after referred to as the Municipality nor their officers, employees, servants, agents, heirs, successors and assigned have made any warranties or representations respecting the suitability or condition of the premises. The Applicant further agrees that it will indemnify and save harmless the municipality and their officers, employees, servants, agents heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs including legal or other fees incurred in respect of any such claim (s) or any actions (s) or proceedings (s) brought thereon arising directly or indirectly from or in connection with the granting of this Agreement and use of the Premises.

Prior to the execution of this Agreement the Applicant will obtain and maintain comprehensive general liability insurance including participants insurance, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as named insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$3,000,000 per occurrence including \$3,000,000 for bodily injury and/or death to any one or more persons including voluntary medical payment and property damage or such higher limits as the Municipality may require from time to time. The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. The Applicant will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality ten (10) days prior to the execution of said agreement.

It is the **sole responsibility of the Applicant** to determine what additional insurance coverage, if any, including but not limited to Workers Compensation, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be maintained and provided at the sole expense of the Applicant.

The Applicant understands and agrees that this Agreement may be revoked or cancelled at any time with or without cause. The municipality will make every reasonable attempt to provide a minimum 48 hours notice of a cancellation to the Applicant.

**The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization and the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.**

The Applicant, in consideration of being granted permission to use the Premises agrees to be bound by the Terms and Regulations referred to above and if the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organization of the Terms and Regulations and Waiver of Indemnity Clause.

*I have read the above and fully understand the Terms and Regulations and the Waiver of Indemnity Clauses and will comply with said document.*

Signature of Applicant	Signature of Witness
Printed name of Applicant	Printed name of Witness
Date:	Date:

## Attachment A – Example Initial Project Category Assessment

The initial project category assessment considers road and traffic characteristics, as well as specific work activities. The qualified person developing the Traffic Management Plan can utilize any risk assessment process/tool they feel is appropriate. The tool included below is from the TMM and it is the responsibility of the applicant to determine if this tool is appropriate.

Traffic Consideration	Value	Point Value	Score
Posted or Statutory Speed Regular posted speed limit of the roadway	≤ 50 km/hr	1 point	
	60 - 70 km/hr	3 points	
	≥ 80 km/hr	4 points	
<b>Traffic Volume</b> Traffic volume (both directions) in peak hours	< 1,000 vehicles/hr	1 point	
	1,000 to 3,000 vehicles/hr	3 points	
	> 3,000 vehicles/hr	4 points	
<b>Lanes</b> Number of lanes in both directions (including auxiliary lanes)	2 lanes	0 point	
	3 lanes	2 points	
	4 lanes or more	3 points	
<b>Encroachment</b> Location of work	Off roadway	0 point	
	Shoulder work/partial lane closure	3 points	
	Full lane closure, ramp closure, or intersection closure	4 points	
<b>Detours</b>	No detour during construction	0 point	
	Detour traffic on temporary roadway during construction next to work zone.	3 points	
	Detour route during construction takes traffic off regular route away from work zone; requires detour signing	4 points	
<b>Duration of Work</b>	Short-duration work (no more than one day-time shift).	1 point	
	Long-duration work (less than 2 weeks)	2 points	
	Long-duration work (2 or more weeks)	4 points	
<b>Allowable Delays</b> Delay time plus time to travel through work zone in minutes	< 20 minutes	1 point	
	≥ 20 minutes	3 points	
	No allowable delay	4 points	
<b>Time of Day</b> Time of day that work will occur	Day-time only work	1 point	
	Active day-time work, with traffic control devices in place at night	3 points	
	Active night-time work	4 points	

Traffic Consideration	Value	Point Value	Score
<b>Vertical Alignment</b>	Flat terrain	0 point	
	Rolling terrain	1 point	
	Mountainous terrain	2 points	
<b>Horizontal Alignment</b>	Tangent	0 point	
	Horizontal curves, no curve advisory speeds	1 point	
	Horizontal curves, with curve advisory speeds	2 points	
<b>Intersections</b>	No intersections or stop- controlled intersection(s)	0 point	
	Signalized intersection(s) with no left or right turn phases, or single lane roundabout	2 points	
	Signalized intersection(s) with left or right turn phase(s), or multi-lane roundabout	4 points	
	Interchange(s)	5 points	
<b>Runaway Lanes</b>	No runaway lanes	0 point	
	Runaway lanes in or near the work zone; they will not be blocked at any time during course of work	1 point	
	Runaway lanes in or near work zone; they may be blocked by work or queues during course of work	4 points	
<b>Pedestrians and Cyclists</b>	No pedestrians or cyclists	0 point	
	Possible pedestrians and cyclists	2 points	
	Designated cycle route, sidewalk or multi-use pathway	3 points	
<b>HOV or Bus Lane</b>	No HOV or bus lane	0 point	
	HOV or bus lane	4 points	
<b>Counter-Flow Lane</b>	No counter-flow lane	0 point	
	Counter-flow lane	4 points	
		<b>Total Score</b>	
		<b>Category 1</b>	< 16
		<b>Category 2</b>	16 to 25
		<b>Category 3</b>	> 25
		<b>Initial Project Category</b>	

## Attachment B – Example Project Risk and Hazard Analysis

The Project Risk Analysis is a general guideline, applicable to most projects. If significant project-specific hazards are not included in the risk analysis below, the Evaluator may consider increasing the final risk rating. This modification and the justification for it should be documented.

All high-risk, project-specific hazards should be addressed and mitigated in the Traffic Management Plan. The tool included below is from the TMM and it is the responsibility of the applicant to determine if this tool is appropriate.

Item	Risk	Definition	Point Value	Score
<b>Falling object</b>	Low	Potential of falling object through course of work (i.e., overhead works, slung loads, or equipment boom/bucket work)	1 point	
	Medium	Working within a known avalanche or rock fall area; no recent evidence of activity	2 points	
	High	Recent evidence of rock or material entering work site or overhead work that may impact travelling public or worker safety (i.e., overhead structures) Vehicle queues may back into a rock fall or avalanche area	3 points	
<b>Nature of work activity</b>	Low	Work activity is not expected to create a significant hazard	1 point	
	Medium	Work activity will create excessive dirt, dust, or gravel on the road surface, and will thereby create a potential hazard	2 points	
	High	Work activity such as blasting, scaling, or excavation < 2 metres from active travelling lanes will create a potential hazard	3 points	
<b>Removal of safety devices</b>	Low	No removal of safety devices	1 point	
	Medium	Removal of safety devices such as pavement markings, signage, traffic signal, or reflectors	2 points	
	High	Removal of containment devices, such as barrier, guard rail, crash attenuators, fencing, etc.	3 points	
<b>Equipment movement through work zone</b>	Low	Minimal conflict with traffic (e.g., work commencing off travelled roadway)	1 point	
	Medium	Conflict with normal traffic flow; no queuing or traffic stoppages	2 points	
	High	Conflicts with normal traffic; may create queuing and require traffic stoppages. Difficult for equipment to enter and exit site	3 points	
<b>Roadway surface condition during construction</b>	Low	Roadway surface is maintained	1 point	
	Medium	Roadway surface, such as milling and grinding (consistent surface), creates a hazard for road users	2 points	
	High	Roadway surface is inconsistent, with multiple changes or work tasks (manholes, culvert installation, etc.)	3 points	

Item	Risk	Definition	Point Value	Score
<b>Storage of equipment and material</b>	Low	Stored outside the shoulder	1 point	
	Medium	Stored on the shoulder but outside travelled roadway	2 points	
	High	Stored on shoulder but encroaching on travelled roadway	3 points	
<b>Load restrictions as a result of construction</b>	Low	No load restrictions	1 point	
	Medium	Narrow lanes restrict wide loads	2 points	
	High	Overweight/overheight vehicles restricted (may result in structural damage)	3 points	
<b>Lane widths</b>	Low	Maintain existing lane widths	1 point	
	Medium	n/a	n/a	
	High	Lane width not maintained throughout work zone, or Single-lane alternating traffic	3 points	
<b>Work zone or queues block access (active or inactive site)</b>	Low	None	1 point	
	Medium	Side street or business access	2 points	
	High	Major public facility and/or major secondary roadway	3 points	
<b>Transit access</b>	Low	No transit or school bus stops	1 point	
	Medium	Community shuttle or school bus stops	2 points	
	High	Express transit or major bus route	3 points	
<b>Impacts of special events</b>	Low	No known event	1 point	
	Medium	Moderate public event with attendance under 5,000	2 points	
	High	Major public event with attendance over 5,000 or moderate public event (under 5,000) with no alternative access or route	3 points	
<b>Overlapping work</b>	Low	No overlapping work	1 point	
	Medium	Another work site within 3 km; traffic control for the projects could impact one another	2 points	
	High	Work sites adjacent or overlapping	3 points	
<b>Emergency facility (ie. hospital, police, ambulance, and fire stations)</b>	Low	No emergency facility near work site	1 point	
	Medium	24-hour manned emergency facility	2 points	
	High	Volunteer-staffed emergency facility; consider responder access through work zone to the facility, and emergency response from facility through the work zone	3 points	
			<b>Total Score</b>	
			<b>Low Risk</b>	< 23
			<b>Medium Risk</b>	23 to 28
			<b>High Risk</b>	> 28
			<b>Project Risk</b>	

Attachment C - Example Project Category Determination and Hierarchy of controls.

Final Project Category Determination should be used to make the final project category determination. It combines the initial project category assessment with the results of the risk analysis to identify a final project category based on roadway and traffic characteristics and risks. It may be appropriate to increase the final category level for high-risk projects to reflect the complexity or hazards associated with the work.

		Initial Project Category Assessment		
		1	2	3
Project Risk	Low	Category 1	Category 2	Category 3
	Medium	Category 1	Category 2	Category 3
	High	Category 2	Category 3	Category 3

The final project category determination should be used to identify required and recommended sub-plans and special conditions addressed in the Traffic Management Plan.

This process is a guide and may not capture all components of the project which should be considered when determining the Project Category.

The controls Developed in the Traffic Control Plan should be followed in the order, to manage interaction between road users and the work zone and to reduce risk.



Control	Description	Control implemented / Justification for not using control
Elimination / Substitution	Includes the use of detours, alternate routes or barriers.	
Engineering Controls	Includes the use of crash attenuator or traffic control devices.	
Administrative Controls	Includes the use of procedures and scheduling work for when traffic volumes are lower.	
Traffic Control Persons	Use of appropriately trained and equipped traffic control personnel.	