

# TRAFFIC MANAGEMENT PLAN: SAMPLE REPORT

SITE ADDRESS \_\_\_\_\_

PHASE \_\_\_\_\_

## TABLE OF CONTENTS

### 1 GENERAL

#### 1.1 Introduction

This Traffic Management Plan has been developed for the \_\_\_\_\_ Phase of the following project. The project is a \_\_\_\_\_ unit \_\_\_\_\_ storey residential/commercial development located at \_\_\_\_\_, West Vancouver.

#### 1.2 Duration and Hours of Operations

The \_\_\_\_\_ Phase of the project commenced \_\_\_\_\_, 20\_\_\_\_ immediately following receipt of a demolition/foundation/excavation/new construction permit from the District of West Vancouver.

Project hours of operations are determined by the District of West Vancouver's Noise Control Bylaw No. 4404, 2005. These hours are as follows:

Monday to Friday: 7:30 a.m. to 5:30 p.m.

Saturday: 8 a.m. to 5 p.m.

Sunday/Statutory holiday: No work permitted

If, for any reason, works are required outside the allowable hours of operation, \_\_\_\_\_(developer) will apply to the District of West Vancouver's Bylaw Department, for an exemption to the Noise Control Bylaw, 45 days in advance of the scheduled works. This order must go before Council.

#### 1.3 Permissible Delays/Closures

##### 1.3.1 Delays

Delays of no more than ten (10) minutes are acceptable to the District as long as traffic remains operating in a single lane-alternating capacity, with Certified Traffic Control Personnel on site to assist. Delays will be coordinated with available breaks in traffic flow.

##### 1.3.2 Closures

\_\_\_\_\_(developer) will make application to Street Occupancy at streetoccupancy@westvancouver.ca at the District of West Vancouver, ten (10) working days in advance of any road or lane closures resulting in delays over ten (10) minutes in length. A Lane Closure Request / Work Notification Form, including a traffic control diagram as per the Ministry of Transportation's Traffic Control Manual for Work on Roadways will be submitted.

\_\_\_\_\_(developer) will provide to the District of West Vancouver the following documents should a lane closure be required:

- Traffic Report/Study completed by licensed Traffic Engineer/Planner (ie. Bunt & Associates).
- DWV Traffic Management Plan Application Form
- Truck Access Route Map
- Site Layout/Parking Plan Map

##### 1.3.3 Construction Schedule

DESCRIPTION	DURATION	TRAFFIC CONTROL REQUIREMENTS
demolition	___ months	
excavation	___ months	
foundation	___ months	
construction	___ months	

## 2 TRUCKING/DELIVERY CONSIDERATIONS

### 2.1 Routes

In compliance with the District of West Vancouver's Traffic and Parking Bylaw No. 4370, 2004, section 8.16.4, heavy vehicles are prohibited on restricted routes.

\_\_\_\_\_ (developer) will ensure that any over-weight, over-sized truck traffic utilizes the assigned truck routes to and from the site as per the District of West Vancouver's Heavy Vehicle Regulations Document (Restricted Routes and Regulations for Heavy Vehicles) and obtain necessary permits. Lions Gate Bridge is not an access route for heavy vehicles.

#### **During Demolition Phase**

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

#### **During Excavation Phase**

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

#### **During Foundation Phase**

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

#### **During Construction Phase**

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

### 2.2 Marshalling

#### **Marshalling Location: Off-ramp from Upper levels Highway (Hwy 1) to Taylor Way.**

Per the District of West Vancouver's Traffic Management Plan Application Form, the District does not allow any marshalling on District Roads. Considering this, \_\_\_\_\_ (developer) assumes that any required marshalling will occur on the off-ramp from Upper levels Highway (Hwy 1) to Taylor Way. \_\_\_\_\_ (developer) will contact the MoT directly regarding the approval of this procedure.

Trucks travelling to the site will adhere to the following procedures:

No truck traffic may be on District streets, including the marshalling area, prior to 7:30 a.m. on weekdays and 8 a.m. on Saturdays.

\_\_\_\_\_ (developer) will stagger arrival times for truck traffic to ensure that marshalling area capacity is not over-extended.

At 7:30 a.m. on weekdays and 8 a.m. on Saturdays, one (1) truck will be permitted to leave the marshalling area and proceed to the site. The remainder of trucks will wait for radio or phone authorization to proceed.

This process will continue as long as there is more than one (1) truck available to arrive on site.

#### **Truck Volume Estimates required for each phase:**

demolition \_\_\_\_\_ trucks per day

foundation \_\_\_\_\_ trucks per day

excavation \_\_\_\_\_ trucks per day

at grade building \_\_\_\_\_ trucks per day

Restrictions: (Truck traffic is prohibited from marshalling on District streets. This requirement must be included in your Traffic Management Plan.)

### **2.3 Truck Requirements**

Due to the steep roads in West Vancouver, the District of West Vancouver has adopted regulations for the safe operation of trucks, trailers or truck-trailer combinations in excess of 10,000 kg LGVW. As a result, all truck traffic over 10,000 LGVW will be restricted to using an approved route as per the Traffic and Parking Bylaw No. 4370, 2004, Schedule B.

The District of West Vancouver will not permit any vehicle in excess of its licensed gross vehicle weight to travel on any city streets.

All vehicles are to be in compliance with the load limits applicable to or posted on any bridge or elevated structure.

\_\_\_\_\_ (developer) will comply with all District of West Vancouver Traffic and Parking Bylaw requirements.

\_\_\_\_\_ (developer) will ensure that any over-weight, over-sized truck traffic utilizes the assigned truck routes to and from the site as per the District of West Vancouver's Heavy Vehicle Regulations Document (Restricted Routes and Regulations for Heavy Vehicles) and obtain permits as required.

### **2.4 Oversize Requirements**

Unless a permit is issued, oversize vehicles will not be permitted to travel within the District of West Vancouver.

\_\_\_\_\_ (developer) will obtain all necessary permits and approvals from Mercedes Suarez, msuarez@westvancouver.ca Traffic Technologist, at the District of West Vancouver, throughout the duration of the project, five (5) working days in advance of works. This includes permits and approvals for over-weight and/or over-size loads.

### **2.5 Certification Requirements**

As per the ICBC Compliance regulations, all trucks over 17,500 kg GVW must have a current Commercial Vehicle Inspection Report.

### **2.6 Tarping Requirements**

\_\_\_\_\_ (developer) will ensure that all loads of dirt, rocks and other loose material is covered while in transit.

## **3 CONSTRUCTION CONSIDERATIONS/COMMUNITY IMPACT**

### **3.1 Access and Egress Points**

### **3.2 Dust and Dirt Control**

\_\_\_\_\_ (developer) will ensure that adjacent streets and haul routes are kept clean and free of dust and debris on a daily basis. Wheel wash may be required.

### **3.3 Parking Control**

\_\_\_\_\_ (developer), their staff and subcontractors are subject to the District's Traffic and Parking Bylaw No. 4370, 2004, at all times. Throughout the duration of construction \_\_\_\_\_ (developer), their staff and subcontractors will abide with the District of West Vancouver's parking regulations. Any vehicles not in compliance with the approved permitted parking radius plan [refer to 'Parking Radius Dec/2017', attached], or the District's parking regulations will be enforced. Vehicles in violation may be ticketed and towed. During construction, contractor parking will not be permitted within the area highlighted in red within this plan, included as attachment. All sub-trades and labourers will be responsible for complying with the parking regulations. The developer is responsible for all contractors, sub-contractors, trades and workers, suppliers, etc. associated with the site. Fines and fees are issued to the Developer.

### **3.4 Material and Equipment**

All materials and equipment will be stored within the fencing of the construction area, unless protected by traffic control devices and / or concrete barrier. No materials and / or equipment are permitted within the traveled lanes of any highway at any time, unless the permission of Street Occupancy at streetoccupancy@westvancouver.ca is gained.

### **3.5 Access to Existing Facilities**

\_\_\_\_\_ (developer) will maintain access to fire hydrants in the vicinity of the construction site, as well as ensuring that entrances and exits to adjacent properties are clear and unimpeded.

The use of District road right of way requires a street occupancy permit.

### 3.6 Signs

Construction and Warning signs will be erected daily in accordance with the Ministry of Transportations, Traffic Control Manual for Work on Roadways, Manual. All signage will meet Transportation Association of Canada or Ministry of Transportation signing specifications.

### 3.7 Traffic Control Supervisor

The site Traffic Control Supervisor is: \_\_\_\_\_

Certified Safety Officer (\_\_\_\_\_) (phone number).

In the event that \_\_\_\_\_ is unable to perform their duties, \_\_\_\_\_

(\_\_\_\_\_) (phone number) will act as an alternate.

#### The Traffic Control Supervisor will:

- Ensure that emergency traffic control operations are carried out in accordance with \_\_\_\_\_ (developers) Site Safety Plan.
- Direct the implementation of the Traffic Control Plan and installation, maintenance and inspection of all traffic control measures.
- Be responsible for updating and notifying the District of West Vancouver, emergency services, transit operators and affected property owners of any lane closures, five (5) working days in advance of the closure.

## 4 DRAWINGS ATTACHED

- Site Layout/Site Access/Parking Plan Map
- 3 Block Radius Parking Restriction Map
- Truck Access Route Map - To and From Site
- Traffic Report/Study completed by licensed Traffic Engineer/Planner (ie. Bunt & Associates).

## 5 COMMUNICATION CONSIDERATIONS

### 5.1 Day-to-Day Communications Contact List

Project Manager \_\_\_\_\_

Assistant Project Manager \_\_\_\_\_

Site Superintendent \_\_\_\_\_

### 5.2 Full Closure

Five (5) working days in advance of any lane/road closure, \_\_\_\_\_ (developer) will hand deliver advisories to: AFFECTED PROPERTY OWNERS.

## 6 INCIDENT MANAGEMENT CONSIDERATIONS

### 6.1 General Procedures

(\_\_\_\_\_) Developers Occupational Health and Safety Program is in place should an incident occur).

### 6.2 Incidents on \_\_\_\_\_ (address)

Should an unscheduled traffic obstruction take place, \_\_\_\_\_ (developer) will notify Street Occupancy at [streetoccupancy@westvancouver.ca](mailto:streetoccupancy@westvancouver.ca) of the delay and the estimated time for re-opening the lane(s).

### 6.3 Emergency Phone List

Project Manager \_\_\_\_\_

Ph \_\_\_\_\_