



THE UNIVERSITY OF BRITISH COLUMBIA

Campus Operations &
Risk Management
1138 Alumni Avenue
Admin Bldg Rm. 106
Kelowna BC, V1V 1V7

Traffic Management Application Form

Prime Contractor:				Address:			
Project Name:							
Location of Work:							
Title	Contact Name	Company Name	Office #	Cell #	24hr call #	Email	
Prime Contractor							
Traffic Control Supervisor							
Project Manager							
<i>Note: Prime Contractor is to immediately notify the Project Manager of any change in contact information</i>							
Description of Work or Activity:							
Permit Date/Time Requested and Schedule of Work							
Start Date (M/D/Y)		End Date (M/D/Y)		Start Time: (00:00-24:00)		End Time: (00:00-24:00)	
Provide Work Schedule Detail as required				Yes <input type="checkbox"/> No <input type="checkbox"/> (Select one – "x")			
Excavated Site Surface Material(s): <i>Mark all that apply with "x"</i>							
Asphalt			Concrete			Other	
Curb			Curb			Turf	
Sidewalk			Sidewalk			Gravel	
Roadway			Roadway			Trench Width in metres ie. .3m, 1m	

Traffic Information <i>Mark all that apply with "x"</i>		
Road Name and Direction (n/b, s/b, etc.) Use additional sheet if more than one road	Where on Roadway	Condition(s)
	Shoulder/Sidewalk/ Boulevard	Road Closure – Local Traffic
	Curb Lane	Road Closure – No Traffic
	Median Lane	Single Lane – Alternating Traffic
	Median	Lane Closure (Multi Lane Roadway)
	Intersection	Traffic Control Person(s)
	Rear Lane (Alley)	Detour
Attached Traffic Control Plan Detail is applicable upon request of the Project Manager (Select one "X") Yes No		
Locates are required, prior to excavating, under the terms of the Road Usage Permit and WCB/Work Safe, Occupational Health and Safety Regulations; Failure to do so will invalidate the Road Usage Permit. I (we) hereby acknowledge I have read and understood the City of Kelowna Traffic and Subdivision Bylaws and agree to be bound by its provisions and amendments, if any, specifications and regulations to the University governing excavations in or under municipal streets and to such special conditions, restrictions and regulations as may be imposed by the University Engineer.		
Date of Application (m/d/y)		Signature of Applicant:

Approved <input type="checkbox"/>	Resubmit <input type="checkbox"/>
Notes:	Reasoning:



THE UNIVERSITY OF BRITISH COLUMBIA

Campus Operations &
Risk Management
1138 Alumni Avenue
Admin Bldg Rm. 106
Kelowna BC, V1V 1V7

Road Usage Permit Traffic Control Plan

Traffic Control Supervisor – Work Zone Site Assessment

Site Assessment Considerations	
Road Geography: 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; drive way access; etc.	
Work Zone Length: active length; total length	
Regulated Speed: 50 km/hr; 60 km/hr; etc.	
Traffic Types: Pedestrian; Cyclists; Local; Tourist; Commercial; Transit; Emergency; School; etc.	
Surrounding Land Use: Commercial; Industrial; Residential; Rural; etc.	
Procedural Considerations:	
Work on roadway: median lane; curb lane; bike lane	
Work off roadway: median; sidewalk; shoulder; etc.	
Work zone access/egress: Construction equipment count per hour	
Equipment Access: location	
Work zone equipment buffer to: pedestrians/cyclists/motorists – see MOT TCMWR: Yes or No “If no provide TCP”	
Stationary work zone	
Continuously moving work zone	
Site Equipment Activity: high or low	
Working at or in an intersection	

Working in or near a signalized intersection	
Hours of work: day/night	
Traffic control details when work ceases	
Emergency Vehicle Access	
Number of Traffic Control operations:	



THE UNIVERSITY OF BRITISH COLUMBIA

Campus Operations &
Risk Management
1138 Alumni Avenue
Admin Bldg Rm. 106
Kelowna BC, V1V 1V7

Road Usage Permit Traffic Plan Detail

Spacing of devices		
Advanced warning area		
Transition area		
Buffer area		
Work area		
Termination area		
Delineation during off hours		
Sign transition		
Turning and/or removing signs		
Maintenance and replacement plan		
Traffic Control Persons:		
<input type="checkbox"/> Qualifications		
<input type="checkbox"/> Hours of Work		
<input type="checkbox"/> Communications		
<input type="checkbox"/> Relief		
<input type="checkbox"/> Site Instructions		
Traffic Control Supervisors		
Other:		
Site Diagram – Show all factors affecting traffic control, traffic control devices, spacing, etc.		
Traffic Control Plan Developed by:		
Site Meeting Attendance:		
Name	Agency	Signature

