

Special Event Temporary Traffic Control (TTC) REQUEST FORM

Applicant Information (Required)	
Name	
Business Name	
Mailing Address	
City, Province	
Postal Code	
Office Phone	
Cell Phone	
E-mail	
Submission Date	

Special Event Information (Required)				
Special Event Location: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>				
Scope of Special Event: <div style="border: 1px solid black; height: 70px; width: 100%;"></div>				
Project Start Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
Project End Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
Project Hours: <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">From:</td> <td style="width: 50%;">To:</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	From:	To:		
From:	To:			

Project Check List (Required)	
TTC Drawing Attached? - Standard Drawing/ Custom Drawing	Yes No
Location Map Attached?	Yes No
Sidewalk Closure Required? If Yes, show on map how pedestrians will be re-routed	Yes No
Will Road Closure Impact Parking? Do No Parking Signs Need to Be Setup? If Yes, No Parking signs are to be setup 24 hours prior to work starting	Yes No
Are Restricted Parking Stalls Required for Contractor Use? (2 hour, 30 min. parking) If Yes, contact City Assets – Municipal Works Dept. for a Parking Stall Rental Request Form	Yes No
Are Message Boards Required? If Yes, show on map/drawing of location(s)	Yes No
Additional Notification Required by Contractor (City Assets to complete. Contractor to make notifications once TTC is approved)	
City Assets - Environmental Utilities	
EU – Solid Waste Collection	
Electric Distribution	
Gas Distribution	
Parks & Recreation	
Medicine Hat Transit Services	
Emergency Services (Fire Services, Police Services)	
Alberta Transportation & Infrastructure	
RCMP	
Business/ Residential Notifications	
Public Advisory	
Other	

City Department Contact Information	
Fire Services	(403)529-8282
Police Services	(403)529-8481 mhps@mhps.ca
Medicine Hat Transit	(403)529-8214 mhtransit@medicinehat.ca
Environmental Utilities	(403)529-8176 eu@medicinehat.ca
Gas Distribution	(403)529-8190 gascustomerservice@medicinehat.ca
Electric Distribution	(403)529-8286 electricdist@medicinehat.ca

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Additional Special Event Information:

TEMPORARY TRAFFIC CONTROL REQUIREMENT CLAUSES:

1. a. Temporary Traffic Control Requests shall be submitted **4 BUSINESS DAYS** in advance of the expected start date as per the City of Medicine Hat Temporary Traffic Control Manual 2008, Section 3.2.2.
- b. **Incomplete forms will be rejected and re-submittal with proper information will be required.**
2. **FLAG PERSON APPAREL:**
 - a. It is required that all persons involved shall wear high-visibility apparel in accordance with Canadian Standard Association, CSA Standard, Z96-02, titled High Visibility Apparel. This will include visible/ fluorescent head gear, and a clean safety vest meeting CSA Standard Z96-02.
 - b. If working in intersections, high speed, or congested areas all persons involved shall wear full flag person Apparel including CSA Standard Z96-02 Class Level 2 Coveralls.
3. **EXPOSED SURFACES & SHARP SHOULDERS**
 - a. Any hazards that may impact motorists during construction (exposed catch basins, manholes, curbs, uneven surfaces, etc.) shall be marked and signed (e.g. Sharp Shoulder, Bump sign, etc.). Traffic Accommodations can be adjusted to address any additional hazards. Contact the City Assets – Municipal Works Department to revise existing traffic accommodation(s) if needed.
4. **PROJECT END DATE EXTENSION**
 - a. If it is anticipated that the project will extend past the specified end date, please notify the City Assets – Municipal Works Department as soon as possible to extend the duration of the project and to provide a new end date.

SUBMIT FORM AND TTC DRAWING TO

EMAIL: TrafficAccom@medicinehat.ca

PHONE: (403)529-8177

MAIL:
CITY ASSETS - MUNICIPAL WORKS
188 KIPLING STREET SE
MEDICINE HAT, AB T1B 1W1

CITY ASSETS – SURFACE DEPT. USE ONLY

REVIEWED BY:

DATE REVIEWED:

REVIEWED BY:

DATE REVIEWED:

APPROVED BY:

PAT BOHAN, DIRECTOR – CITY ASSETS

DATE APPROVED: