

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	

PROJECT INFORMATION: (Required)	
Project Location: <input type="text"/>	
Scope of Work: <input type="text"/>	
Project Start Date: <input type="text"/>	
Project End Date: <input type="text"/>	
Project Hours: From: <input type="text"/> To: <input type="text"/>	
Is Excavation Required? Yes: <input type="text"/> No: <input type="text"/>	
Site Supervisor (Who's on Site): Name: <input type="text"/> Cell No: <input type="text"/>	
City Department Working For: <input type="text"/>	
City Department Project Manager: Name: <input type="text"/> Cell No: <input type="text"/> TTC Reviewed by Project Manager: Yes: <input type="text"/> No: <input type="text"/> Project Manager Signature: <input type="text"/>	

PROJECT CHECK LIST: (Required)		
TTC Drawing Attached? - Standard Drawing/ Custom Drawing	Yes	No
Location Map Attached?	Yes	No
Is Ground Disturbance Required? If Yes, locates must be completed or ordered before work starts	Yes	No
Is This TTC in support of a private development project? If yes, ensure that all development permits are in place to start work. Contact Planning & Development Services for more information on required permits	Yes	No
Is this work for a Telecommunications project? If yes, attach City approval letter for line assignments	Yes	No
Are Sidewalk Closures Required? If Yes, show on map how pedestrians will be re-routed	Yes	No
Will Road Closure Impact Parking?	Yes	No
Do No Parking Signs need to be setup? If Yes, No Parking signs need 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 the Municipal Works Dept. for Parking Stall Rental Request Form	Yes	No
Are Back Laneway Closures Required? If Yes, notify Environmental Utilities – Solid Waste Collection	Yes	No
Are Message Boards Required? If Yes, show on map/drawing of location(s)	Yes	No
ADDITIONAL NOTIFICATIONS REQUIRED BY CONTRACTOR: (MW to complete. Contractor to make notifications once TTC is approved)		
Environmental Utilities		
EU – Solid Waste Collection		
Electric Distribution		
Gas Distribution		
Parks & Recreation		
Medicine Hat Transit Services		
Emergency Services (Fire Services, Police Services)		
Alberta Transportation		
RCMP		
Business/ Resident Notification		
Public Advisory		
Other		

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ADDITIONAL PROJECT INFORMATION:

MUNICIPAL WORKS COMMENTS (Dept. Use Only):

TEMPORARY TRAFFIC CONTROL REQUIREMENT CLAUSES:

1. a. Temporary Traffic Control Requests shall be submitted a **MINIMUM of 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 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 clean safety vest meeting CSA Standard Z96-02
 - b. If working 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 (eg. Sharp Shoulder, Bump signs, etc.). Traffic Accommodations can be adjusted to address additional hazards. Contact the Municipal Works Department to revise existing traffic accommodations if needed
4. **PROJECT END DATE EXTENSION**
 - a. If it is anticipated that the project will extend past the specified end date, notify the Municipal Works Department as soon as possible to extend the duration of the project and to provide a new end date

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SUBMIT FORM AND TTC DRAWING(S) TO:
EMAIL: TrafficAccom@medicinehat.ca
PHONE: (403)529-8177
MAIL: MUNICIPAL WORKS 188 KIPLING STREET SE MEDICINE HAT, AB T1B 1W1

CITY DEPARTMENTS CONTACT INFORMATION	
Fire Services	(403)529-8282 fireprevention@medicinhat.ca
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 elecdist@medicinehat.ca
Parks & Recreation	(403)529-8333 parks@medicinehat.ca
Planning & Development	(403)529-8374 pbe@medicinehat.ca

MUNICIPAL WORKS DEPARTMENT USE ONLY
REVIEWED BY:
DATE REVIEWED:
REVIEWED BY:
DATE REVIEWED:
APPROVED BY:
STAN NOWAKOWSKI, DIRECTOR – MUNICIPAL WORKS DATE APPROVED: