

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

Project Check List (Required)		
TTC Drawing Attached? - Standard Drawing/ Custom Drawing	Yes	No
Location Map Attached?	Yes	No
Is Ground Disturbance Required?	Yes	No
If Yes, have locates been completed/ ordered?	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 Parking Stall Rental Request Form	Yes	No
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 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 elecdist@medicinehat.ca	

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**Additional Project 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 accommodations 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](mailto: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:**