

Temporary Traffic Control (TTC) Request Form

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

Project Information (Required)	
Project Location:	
Scope of Work:	
Project Start Date:	
Project End Date:	
Project Hours:	
From:	To:
Is Excavation Required?	
Yes	No
Site Supervisor (Who's On Site):	
Name:	
Cell No:	
City Department Working For:	
City Department Project Manager (CPM):	
Name:	
Cell No:	
TTC Reviewed by CPM: Yes No	
CPM Signature:	

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 rerouted	Yes	No
Will Road Closure Impact Parking?	Yes	No
Are No Parking Signs Required? 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 Municipal Works for Parking Stall Rental Request Form	Yes	No
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 (Contact Once Municipal Works Has Checked Off)	
Environmental Utilities	
EU – Solid Waste Collection	
Electric Distribution	
Gas Distribution	
Medicine Hat Transit	
Emergency Services	
Alberta Transportation & Infrastructure	
RCMP	
Business/ Residential Notification	
Public Advisory	
Other	

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 elecldist@medicinehat.ca

Temporary Traffic Control (TTC) Request Form

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 (eg. Sharp Shoulder, Bump sign, etc.). Traffic Accommodations can be adjusted to address any additional hazards. Municipal Works to revise Existing traffic accommodations if needed.

SUBMIT FORM AND TTC DRAWING TO
EMAIL: TrafficAccom@medicinehat.ca
PHONE: (403) 529-8177
MAIL:
 MUNICIPAL WORKS
 188 KIPLING STREET SE
 MEDICINE HAT, AB T1A 1Y3

MUNICIPAL WORKS USE ONLY
REVIEWED BY:
DATE REVIEWED:
REVIEWED BY:
DATE REVIEWED:
APPROVED BY:
DWIGHT BROWN, P. ENG., GENERAL MANAGER, MUNICIPAL WORKS DATE APPROVED: