

TRAFFIC MANAGEMENT

PLAN REQUIREMENTS FOR COMMERCIAL/LARGE DEVELOPMENT SITES

The District of West Vancouver requires a Traffic Management Plan (TMP) to be submitted for acceptance by the Land Development Department prior to the issuance of a demolition/excavation/foundation/new construction permit.

The objective of a TMP is to provide safe passage for pedestrians, cyclists and vehicular traffic around a construction site with as little inconvenience, impact and delay as possible and with minimal on-street footprint. Coordinate activity with other major projects and events affecting the neighbourhood

The developer is responsible for all contractors, sub-contractors, trades and workers, suppliers, etc. associated with the site. Fines and fees are issued to the Developer.

This requirement is applicable where the obstruction activity will impact an arterial and/or collector road or when there is a significant obstruction such as a temporary full road closure on local roads. For single family development on local roads with minor impacts, please see (TMP) application for requirements.

1.2 Hours of site operation must comply with the Noise Control Bylaw No. 4404, 2005. Construction noise is only permitted as follows:

Monday–Friday: 7:30 a.m.–5:30 p.m.

Saturday: 8 a.m.–5 p.m.

Sunday & holidays: no construction noise permitted

If there are works which are expected to go beyond the allowable hours for construction noise, such as large concrete pours, an application must be made to the District of West of West Vancouver to obtain an Order of Non-Enforcement of the Noise Control Bylaw No. 4404, 2005. For more information contact the Bylaw & Licencing Services Department at 604-925-7152.

1.3 Notice of Obstruction Signs

This signage should be placed prior to intersecting roads to allow traffic the option to divert to alternate roads prior to reaching the work zone. The placement and type of signage (static or electronic) will be confirmed as part of the traffic plan review.

Notice of obstruction signage will be required if the obstruction activity:

1. Will be longer than five business days; or
2. Involves the temporary full road/lane closure of a roadway.

1.3.3 The construction schedule is required for each stage of construction. Demolition, Excavation, Foundation, building construction and completion. For each impact identified, describe the mitigation measure(s) that are proposed to minimize inconvenience and delay.

- 2 No staging of trucks is permitted on District of West Vancouver roadways.** For staging locations on the Highway, you must obtain Ministry Of Transportation approval is required. Describe inbound and outbound truck routes. The District of West Vancouver has restricted downhill routes for heavy vehicles listed in the Traffic and Parking Bylaw No. 4370, 2004 Section 8.16.4. Tarping requirements and TCP for trucks entering/exiting site as well as loading and unloading on a highway must be addressed in the TMP.

Describe how noise, dust, litter and other nuisances will be controlled in compliance with relevant District bylaws.

- 3 If, during the course of construction, the District identifies traffic management requirements change to reflect unanticipated construction activities the District may request an amendment to the TMP.**

If, during the course of construction, the applicant identifies traffic management requirements change to reflect unanticipated construction activities, the applicant will submit an amendment to the TMP to the District for review and approval.

- 3.1 Provide schematic site plans showing the surrounding streets, sidewalks, bike routes, transit routes, etc. and show location of construction-related equipment and activities: i.e. trailers and sediment control system, site access/egress points, concrete pumping, deliveries, etc. Identify construction delivery and receiving area.**

- 3.2 The roads around your site must be kept clean either by hand or street sweeping. Demonstrate a plan for this.**
- 3.3 The developer should provide a comprehensive parking plan, how many trades are expected on site at each stage of the build and where they plan to provide trade parking.** Consider a “blackout zone for trade parking”, typically this is a three block radius around the site. The blackout zone should be attached and referred to in the parking section. Maximum parking time on residential roads unless otherwise marked is 6 hours. Securing off street parking for sub-contractors and shuttling is highly recommended. The TMP should include a review of traffic volumes generated by the project and provisions for truck traffic being restricted during peak travel times as applicable (generally 7–9 a.m. & 3–6 p.m.).
- 3.4 Note if public parking and pedestrian access is anticipated to be affected and your plans for mitigation.**
- 3.5 A Street Occupancy Permit for material storage off site is required as well as for any lane closures. Contact Stephen Wells at swells@westvancouver.ca.**

4 Drawing Dimensions

* Minimum sheet size 11x17”

Title block

The following items should be included within the title block:

- Drawing number
- District of West Vancouver Building Permit No.
- District of West Vancouver Project Manager
- Duration of obstruction
- Proposed obstruction times
- Applicant’s traffic control manager contact details
- Purpose of obstruction activity

Items to be shown and addressed on ALL drawings

- North arrow
- Legend
- Street names
- Obstruction area with dimensions
- Sign marker and signs distances
- Sign images or sign number adjacent to the sign marker: minimum 3 signs in all affected directions
- A minimum of 3.2 m lane widths: an alternate plan required if not achievable
- Non-working hour conditions
- Prohibited downhill routes

Items to be shown and addressed on drawing when applicable

- Taper and tangent lengths
- Channeling devices: delineators/cones/barrels/barricades
- Bus stops: temporary relocation may be required if obstructed
- Driveways: access must be maintained
- Sidewalks: alternate route and signage must be provided if obstructed
- Intersecting roads: signage may be required on the intersecting road
- Bike lanes: must have bike lane closed ahead and share the road signage if obstructed
- Parking areas, including pay parking areas: signage and written notification to be installed/delivered to affected parties 72 hours advance if obstructed
- Position of certified Traffic Control Persons (TCPs) and distances where applicable
- Flashing Arrow Board (FAB) and High Level Warning Devices
- Existing intersection traffic control: traffic signals, 4 way/2 way stop signs etc.
- Detour routes and signage for temporary full road closures
- Notice of Obstruction
- Parking areas for trades either on site or in another location complete with agreement if on private property

5 Communications are essential to keep all site and District staff aware of any issues, this section must be accurate and kept up to date. Any changes to the contact list must be sent to the Land Development Technician.

These are minimums requirements, additional requirements may be requested as part of the traffic plan review process. This document is for general guidance only. It does not replace bylaws or other requirements.

TIP: *Items such as bus stops, driveway locations, measurements, etc. can be obtained by utilizing the District of West Vancouver Mapping Online System (WestMap). When using WestMap, please ensure you turn on the Orthophoto Aerial image and applicable layers, located within Transportation Layers Folder.*

TRAFFIC MANAGEMENT PLAN: SAMPLE REPORT

SITE ADDRESS _____

PHASE _____

TABLE OF CONTENTS

1 GENERAL

1.1 Introduction

This Traffic Management Plan has been developed for the _____ Phase of the following project. The project is a _____ unit _____ storey residential/commercial development located at _____, West Vancouver.

1.2 Duration and Hours of Operations

The _____ Phase of the project commenced _____, 20____ immediately following receipt of a demolition/foundation/excavation/new construction permit from the District of West Vancouver.

Project hours of operations are determined by the District of West Vancouver's Noise Control Bylaw No. 4404, 2005. These hours are as follows:

Monday to Friday: 7:30 a.m. to 5:30 p.m.

Saturday: 8 a.m. to 5 p.m.

Sunday/Statutory holiday: No work permitted

If, for any reason, works are required outside the allowable hours of operation, _____(developer) will apply to the District of West Vancouver's Bylaw Department, for an exemption to the Noise Control Bylaw, 45 days in advance of the scheduled works. This order must go before Council.

1.3 Permissible Delays/Closures

1.3.1 Delays

Delays of no more than ten (10) minutes are acceptable to the District as long as traffic remains operating in a single lane-alternating capacity, with Certified Traffic Control Personnel on site to assist. Delays will be coordinated with available breaks in traffic flow.

1.3.2 Closures

_____(developer) will make application to Stephen Wells, swells@westvancouver.ca Traffic Technologist at the District of West Vancouver, ten (10) working days in advance of any road or lane closures resulting in delays over ten (10) minutes in length. A Lane Closure Request / Work Notification Form, including a traffic control diagram as per the Ministry of Transportation's Traffic Control Manual for Work on Roadways will be submitted.

_____(developer) will provide to the District of West Vancouver the following documents should a lane closure be required:

- Traffic Report/Study completed by licensed Traffic Engineer/Planner (ie. Bunt & Associates).
- DWV Traffic Management Plan Application Form
- Truck Access Route Map
- Site Layout/Parking Plan Map

1.3.3 Construction Schedule

DESCRIPTION	DURATION	TRAFFIC CONTROL REQUIREMENTS
demolition	___ months	
excavation	___ months	
foundation	___ months	
construction	___ months	

2 TRUCKING/DELIVERY CONSIDERATIONS

2.1 Routes

In compliance with the District of West Vancouver's Traffic and Parking Bylaw No. 4370, 2004, section 8.16.4, heavy vehicles are prohibited on restricted routes.

_____ (developer) will ensure that any over-weight, over-sized truck traffic utilizes the assigned truck routes to and from the site as per the District of West Vancouver's Heavy Vehicle Regulations Document (Restricted Routes and Regulations for Heavy Vehicles) and obtain necessary permits. Lions Gate Bridge is not an access route for heavy vehicles.

During Demolition Phase

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

During Excavation Phase

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

During Foundation Phase

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

During Construction Phase

to the site:

from the site:

parking:

off-site: *(location and number of spaces for secured off-site parking including agreement if on private property)*

on-site:

2.2 Marshalling

Marshalling Location: Off-ramp from Upper levels Highway (Hwy 1) to Taylor Way.

Per the District of West Vancouver's Traffic Management Plan Application Form, the District does not allow any marshalling on District Roads. Considering this, _____ (developer) assumes that any required marshalling will occur on the off-ramp from Upper levels Highway (Hwy 1) to Taylor Way. _____ (developer) will contact the MoT directly regarding the approval of this procedure.

Trucks travelling to the site will adhere to the following procedures:

No truck traffic may be on District streets, including the marshalling area, prior to 7:30 a.m. on weekdays and 8 a.m. on Saturdays.

_____ (developer) will stagger arrival times for truck traffic to ensure that marshalling area capacity is not over-extended.

At 7:30 a.m. on weekdays and 8 a.m. on Saturdays, one (1) truck will be permitted to leave the marshalling area and proceed to the site. The remainder of trucks will wait for radio or phone authorization to proceed.

This process will continue as long as there is more than one (1) truck available to arrive on site.

Truck Volume Estimates required for each phase:

demolition _____ trucks per day

foundation _____ trucks per day

excavation _____ trucks per day

at grade building _____ trucks per day

Restrictions: (Truck traffic is prohibited from marshalling on District streets. This requirement must be included in your Traffic Management Plan.)

2.3 Truck Requirements

Due to the steep roads in West Vancouver, the District of West Vancouver has adopted regulations for the safe operation of trucks, trailers or truck-trailer combinations in excess of 10,000 kg LGVW. As a result, all truck traffic over 10,000 LGVW will be restricted to using an approved route as per the Traffic and Parking Bylaw No. 4370, 2004, Schedule B.

The District of West Vancouver will not permit any vehicle in excess of its licensed gross vehicle weight to travel on any city streets.

All vehicles are to be in compliance with the load limits applicable to or posted on any bridge or elevated structure.

_____ (developer) will comply with all District of West Vancouver Traffic and Parking Bylaw requirements.

_____ (developer) will ensure that any over-weight, over-sized truck traffic utilizes the assigned truck routes to and from the site as per the District of West Vancouver's Heavy Vehicle Regulations Document (Restricted Routes and Regulations for Heavy Vehicles) and obtain permits as required.

2.4 Oversize Requirements

Unless a permit is issued, oversize vehicles will not be permitted to travel within the District of West Vancouver.

_____ (developer) will obtain all necessary permits and approvals from Mercedes Suarez, msuarez@westvancouver.ca Traffic Technologist, at the District of West Vancouver, throughout the duration of the project, five (5) working days in advance of works. This includes permits and approvals for over-weight and/or over-size loads.

2.5 Certification Requirements

As per the ICBC Compliance regulations, all trucks over 17,500 kg GVW must have a current Commercial Vehicle Inspection Report.

2.6 Tarping Requirements

_____ (developer) will ensure that all loads of dirt, rocks and other loose material is covered while in transit.

3 CONSTRUCTION CONSIDERATIONS/COMMUNITY IMPACT

3.1 Access and Egress Points

3.2 Dust and Dirt Control

_____ (developer) will ensure that adjacent streets and haul routes are kept clean and free of dust and debris on a daily basis. Wheel wash may be required.

3.3 Parking Control

_____ (developer), their staff and subcontractors are subject to the District's Traffic and Parking Bylaw No. 4370, 2004, at all times. Throughout the duration of construction _____ (developer), their staff and subcontractors will abide with the District of West Vancouver's parking regulations. Any vehicles not in compliance with the approved permitted parking radius plan [refer to 'Parking Radius Dec/2017', attached], or the District's parking regulations will be enforced. Vehicles in violation may be ticketed and towed. During construction, contractor parking will not be permitted within the area highlighted in red within this plan, included as attachment. All sub-trades and labourers will be responsible for complying with the parking regulations. The developer is responsible for all contractors, sub-contractors, trades and workers, suppliers, etc. associated with the site. Fines and fees are issued to the Developer.

3.4 Material and Equipment

All materials and equipment will be stored within the fencing of the construction area, unless protected by traffic control devices and / or concrete barrier. No materials and / or equipment are permitted within the traveled lanes of any highway at any time, unless the permission of Stephen Wells, swells@westvancouver.ca Traffic Technologist, District of West Vancouver, is gained.

3.5 Access to Existing Facilities

_____ (developer) will maintain access to fire hydrants in the vicinity of the construction site, as well as ensuring that entrances and exits to adjacent properties are clear and unimpeded.

The use of District road right of way requires a street occupancy permit.

3.6 Signs

Construction and Warning signs will be erected daily in accordance with the Ministry of Transportations, Traffic Control Manual for Work on Roadways, Manual. All signage will meet Transportation Association of Canada or Ministry of Transportation signing specifications.

3.7 Traffic Control Supervisor

The site Traffic Control Supervisor is: _____

Certified Safety Officer (_____) (phone number).

In the event that _____ is unable to perform their duties, _____

(_____) (phone number) will act as an alternate.

The Traffic Control Supervisor will:

- Ensure that emergency traffic control operations are carried out in accordance with _____ (developers) Site Safety Plan.
- Direct the implementation of the Traffic Control Plan and installation, maintenance and inspection of all traffic control measures.
- Be responsible for updating and notifying the District of West Vancouver, emergency services, transit operators and affected property owners of any lane closures, five (5) working days in advance of the closure.

4 DRAWINGS ATTACHED

- Site Layout/Site Access/Parking Plan Map
- 3 Block Radius Parking Restriction Map
- Truck Access Route Map - To and From Site
- Traffic Report/Study completed by licensed Traffic Engineer/Planner (ie. Bunt & Associates).

5 COMMUNICATION CONSIDERATIONS

5.1 Day-to-Day Communications Contact List

Project Manager _____

Assistant Project Manager _____

Site Superintendent _____

5.2 Full Closure

Five (5) working days in advance of any lane/road closure, _____ (developer) will hand deliver advisories to: AFFECTED PROPERTY OWNERS.

6 INCIDENT MANAGEMENT CONSIDERATIONS

6.1 General Procedures

(_____) Developers Occupational Health and Safety Program is in place should an incident occur).

6.2 Incidents on _____ (address)

Should an unscheduled traffic obstruction take place, _____ (developer) will notify Stephen Wells swells@west-vancouver.ca of the District of West Vancouver of the delay and the estimated time for re-opening the lane(s).

6.3 Emergency Phone List

Project Manager _____

Ph _____