

TRAFFIC MANAGEMENT

TRAFFIC MANAGEMENT PLAN APPLICATION FORM

PART A: INTRODUCTION

What it is: A Traffic Management Plan (TMP), which is a requirement outlined in the District of West Vancouver’s (District’s) *Building Bylaw No.4400*, has been developed with the objective of minimizing local traffic disruption, mitigating impact to neighbouring properties and addressing any safety concerns which may arise as a result of construction traffic and parking associated with an active building permit.

When does it apply? A TMP is mandatory for all new homes or alterations having a value exceeding \$500,000.

Other requirements: The contractor, their staff and sub-contractors are subject to the District’s *Traffic & Parking Bylaw No.4370, 2004* at all times. It is the contractor’s responsibility to have the TMP in place on site and made available if requested by District staff during the construction process at any time.

PART B: PROJECT DESCRIPTION

1. PROJECT:

- (i) activity _____
- (ii) address _____

2. CONTACTS: (i) the contractor, or (ii) designated alternate/site supervisor will be handling day-to-day issues which may arise regarding traffic control related and/or general public inquiries. Also provide (iii) owner contact information.

- | | |
|--|---|
| <ul style="list-style-type: none"> (i) contractor _____ company _____ address _____ _____ cell _____ phone _____ email _____ | <ul style="list-style-type: none"> (ii) alternate _____ company (if different) _____ cell _____ (iii) owner _____ cell _____ phone _____ email _____ |
|--|---|

3. APPROXIMATE CONSTRUCTION SCHEDULE: start date (m/y) ____/____/____ end date (m/y) ____/____/____

PART C: TRAFFIC MANAGEMENT PLAN DETAILS

1. PARKING: The objective of the District is to maximize on-site parking (particularly in existing driveways) and minimize off-site parking. Please evaluate parking requirements anticipated during construction, and

- (i) estimate the **number of required parking spaces** at the **peak** trades period: _____ parking spots.
- (ii) create and **attach a plan** map (8.5 x 11”) showing locations of these proposed on-site and off-site (if any) parking spots. Please note that proposed off-site spots must adhere to the District’s *Traffic & Parking Bylaw No.4370, 2004* at all times. In particular, do not propose parking spots:
 - where vehicles will overhang/occupy road space, particularly on bus routes,
 - on or over sidewalks, bike lanes, ditches, or at the end of cul-de-sacs,
 - that conflict with existing District shrubs, bushes, and tree/root systems; protection shall be provided as per the District’s *Tree Bylaw No.4892, 2016*,
 - within certain distances of intersections, stop signs, hydrants, bus stops, etc. (see *Bylaw No.4370, Part 7*), if you propose placing parking spots on shoulders in front of neighbours’ homes, the District suggests that you make arrangement with those neighbours to minimize potential conflict (these areas are typically subject to a 6 hour maximum parking period, sometimes much less). Refer to the District’s *Traffic & Parking Bylaw No.4370, 2004* for additional clarification.

2. **ROAD/LANE CLOSURE:** Please check one of the following options.
 We **will not** require any road/lane closure resulting in delays over ten minutes in length
 We **will** require a road/lane closure resulting in delays over ten minutes in length (see * below)
 Reason for closure(s), if applicable: _____

*The contractor will make application to the traffic technologist at the District for any road or lane closures resulting in delays over 10 minutes in length. For reference on closure information, see [DWV Traffic Updates](#). The Closure Request is required ten days in advance of each closure. Should an **unscheduled closure** occur, the site supervisor, or alternate, will immediately notify the District traffic technologist at: streetoccupancy@westvancouver.ca*

3. **TRUCK ACCESS:** The objective of the District is to ensure that trucks, trailers, and truck-trailer combinations in excess of 10,000 kg GVW (heavy vehicles) do not travel on designated routes in the directions shown in *Bylaw 4370's* Schedule B (Schedule of Heavy Vehicle Restricted Routes).
 Please refer to this schedule before completing a truck access route map and **attach a map/sketch** (8.5x11") showing traffic routes for all trucks entering and exiting the site, starting from the Marine Drive designated access points and/or the Upper Levels highway. The map/sketch shall include all **truck marshalling locations**. The District does not allow any marshalling on District roads. Inquiries regarding marshalling on MOT roads should be directed toward that Ministry.
4. **DISTRICT'S WEEKLY/BIWEEKLY CURBSIDE RECYCLING & GARBAGE COLLECTION:** All construction traffic and parking must avoid conflict with the District's weekly recycling and garbage collection (see [DWV Collection Schedules](#)). In the event that site construction, or related traffic and/or parking results in the interruption or impediment of the District's curbside recycling and/or garbage collection for neighbouring residences, the developer will be responsible for any costs associated with rectifying collection and disposal of that recycling and/or garbage.

- (i) contractor to demonstrate knowledge of usual **day of week** when collections occur (state day) _____
 (ii) additional details as to how the issue will be managed by the contractor _____

PART D: SIGNAGE PLAN & SITE SIGNAGE

The Traffic Control Signage Plan typically only applies to commercial and major multifamily projects. Contact the District if you are uncertain whether this is required. Please be aware that a site signage requirement must be satisfied prior to a building permit being issued (*Traffic & Parking Bylaw No.4370, 2004, Part 8.16.5*).

APPLICATION CHECKLIST

- Have you completed and compiled the following:
- Traffic Management Plan Application Form
 - Parking Map (8.5x11")
 - Truck Access Route Map (8.5x11")
 - copy of Recycling & Garbage Schedule

APPLICANT NAME _____ SIGNATURE _____
 PROJECT ROLE _____ DATE (d/m/y) ____/____/____

Please note that the contractor, their staff and sub-contractors are subject to the District's *Traffic & Parking Bylaw No.4370, 2004* and other bylaws at all times. Approval of this TMP does not supersede District bylaws. If there is a discrepancy between this plan and other District bylaws, those District bylaws will take precedence.

Freedom of Information and Protection of Privacy Act: *personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your development application. If you have any questions about the collection and use of this information please contact the Records & Information Management Coordinator at 604-921-3497, Legislative Services, 750 17th Street, West Vancouver BC V7V 3T3.*