



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
APPENDIX B**

**REQUEST FOR TEMPORARY ROADWAY CLOSURE
On Municipal Streets**

Street to be Closed			
Portion of Street to be Closed Reference landmarks, intersections, civic numbers, etc.	From		
	To		
Traffic Movement Closed Check all that apply	<input type="checkbox"/> Northbound <input type="checkbox"/> Southbound <input type="checkbox"/> Eastbound <input type="checkbox"/> Westbound		
Reason for Closure			
Will a detour Route be Provided?	<input type="checkbox"/> Yes if yes, route must be shown on Traffic Control Plan <input type="checkbox"/> No		
Duration of Proposed Closure	hrs.		min.
Date of Proposed Closure			
Times for Proposed Closure	From		<input type="checkbox"/> am <input type="checkbox"/> pm
	To		<input type="checkbox"/> am <input type="checkbox"/> pm
Today's Date			
Applicant Name			
Company			
Mailing Address			
Telephone			
Fax			
Email			

Return this form to the Local Traffic Authority. See reverse for further information. Closure must not take place until the applicant is informed that the closure is approved.

For Internal Use Only		
Received by LTA Date:	Fire Service Notified Date:	Police Service Notified Date:
REMO Notified Date:	Approved by Traffic Authority Date:	EHS Notified Date:

Information for Applicants

Submission Deadlines Based on Closure Type

Roadway Type			
Closure Purpose	Closure Duration	Non 100 Series - Multilane	Non 100 Series – Not Multilane
Parade or Sporting Event	Not Exceeding 24 hours	7 working days prior to proposed closure	7 working days prior to proposed closure
Other	Not exceeding 24 hours	7 working days to proposed closure	7 working days to prior to proposed closure
Other	Exceeding 24 hours	10 working days prior to proposed closure	10 working days prior to proposed closure

Conditions

Submissions

- Submissions for approval of a Temporary Roadway Closure must include the following:
 - a completed "Request for Temporary Closure" form
 - a detailed traffic control plan prepared in accordance with Section 4
- Submissions may be required as legal documents; therefore they must be presented in a professional manner. Submissions may be faxed, however If faxed must be legible when reaching the approving authority. Allow sufficient time for other delivery methods if legible submission by fax is not possible.
- Submissions for approval of a Temporary Short Term Closure on a Municipal construction project or maintenance activities must be made to the PW Director.

Traffic Control Plans

The Traffic Control Plan must:

- provide for the safety of workers, pedestrians and all other public road users while minimizing the inconvenience to public road users and pedestrians.
- be in compliance with the Temporary Workplace Traffic Control Manual. Where there is no specific solution presented in the Manual, the Traffic Control Plan must build on the guidance provided in the manual. Where the traffic control plan deviates from the Traffic Control Manual, approval from Labour and Workforce Development is required.
- detail how traffic will be stopped,
- detail how local traffic will be managed if it is permitted to enter the closed area.
- ensure that public traffic passes a minimum of two temporary conditions signs before reaching queued traffic. (If signs are double posted traffic must pass two sets of signs.)
- give consideration to notification of the public. A communications plan may be required depending on the impacts that the closure will have on public travel.
- The drawing(s) included in the traffic control plan must be of professional quality, size and clarity to completely describe the traffic control plan. They must:
 - reference the section of the Temporary Workplace Traffic Control Manual being used as the basis for the plan and the procedures to follow during implementation (i.e. Guide A35 and Procedures 13.5.11 and 13.5.17).
 - show the general geometric layout (tangents, curves, bridges, intersections, interchanges, overpasses, climbing lanes, pavement markings, etc.) of the Temporary Workplace and its approaches. A guide from the Traffic Control Manual may only be used as a base for the Traffic Control Plan if it closely resembles the existing geometry of the temporary workplace (i.e. there are no significant curves or other unique features).
 - show and label the locations and spacing of all temporary workplace and regulatory signs and devices. Include a legend of signs or reference the Traffic Control Manual with respect to sign descriptions.
 - show a title block with: the contract number (if applicable); the contractor's name, address and telephone number; the location of the project;
 - show a North Arrow.
 - show the scale or indicate "Not To Scale" (N.T.S.). Must show and name all roads that impact the plan.
 - show existing stop or yield signs and/or traffic signals.
 - Indicate existing posted speed limits.
 - show and label all taper lengths.
 - show accommodations for wide loads, pedestrians, and school children, bicycle traffic through or around the workplace, if applicable. Pedestrian accommodation must be accessible to persons with disabilities.