

APPENDIX A: TIP Application/Permit

TRAFFIC INTERRUPTION APPLICATION / PERMIT (POLICY E-003-001-B)			
Organization/Contractor:	_____		
Contact Name:	_____		
Applicant's Address:	_____		
Applicant's Signature:	_____		
Phone Number:	_____	Email:	_____
Type of Closure:	<div><input type="checkbox"/> Emergency <input type="checkbox"/> Special Event</div> <div><input type="checkbox"/> Shoulder of Roadway <input type="checkbox"/> Parking Lot</div> <div><input type="checkbox"/> Traffic Lane <input type="checkbox"/> Mobile Closure</div> <div><input type="checkbox"/> Complete Road Closure <input type="checkbox"/> Walkway</div> <div><input type="checkbox"/> Traffic Accommodation Strategy (TAS) attached <i>(See examples in Town of Sylvan Lake TAS Guide)</i></div>		
Start Date/Time:	_____		
Total Duration (# of days):	_____		
Road Name(s) & Description(s):	_____		
<i>(e.g. Lakeshore Drive from 44 St – 50 St)</i>			
Application Status: Upon approval this document becomes a PERMIT on the Effective Date below. Traffic interruption work may <u>not</u> begin before the start date.			
FOR OFFICE USE ONLY			
Road Classification:	<input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local	Approved Closure Type:	<input type="checkbox"/> Emergency <input type="checkbox"/> Shoulder of Roadway <input type="checkbox"/> Traffic Lane <input type="checkbox"/> Complete Road Closure
Communication:	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Emergency		<input type="checkbox"/> Special Event <input type="checkbox"/> Parking Lot <input type="checkbox"/> Mobile Closure <input type="checkbox"/> Walkway <input type="checkbox"/> Short Duration <input type="checkbox"/> Long Duration
Received By:	_____	Signature:	_____
		Date:	_____
Approved By:	_____	Signature:	_____
		Date:	_____

Permit Effective Date: _____ Signature: _____



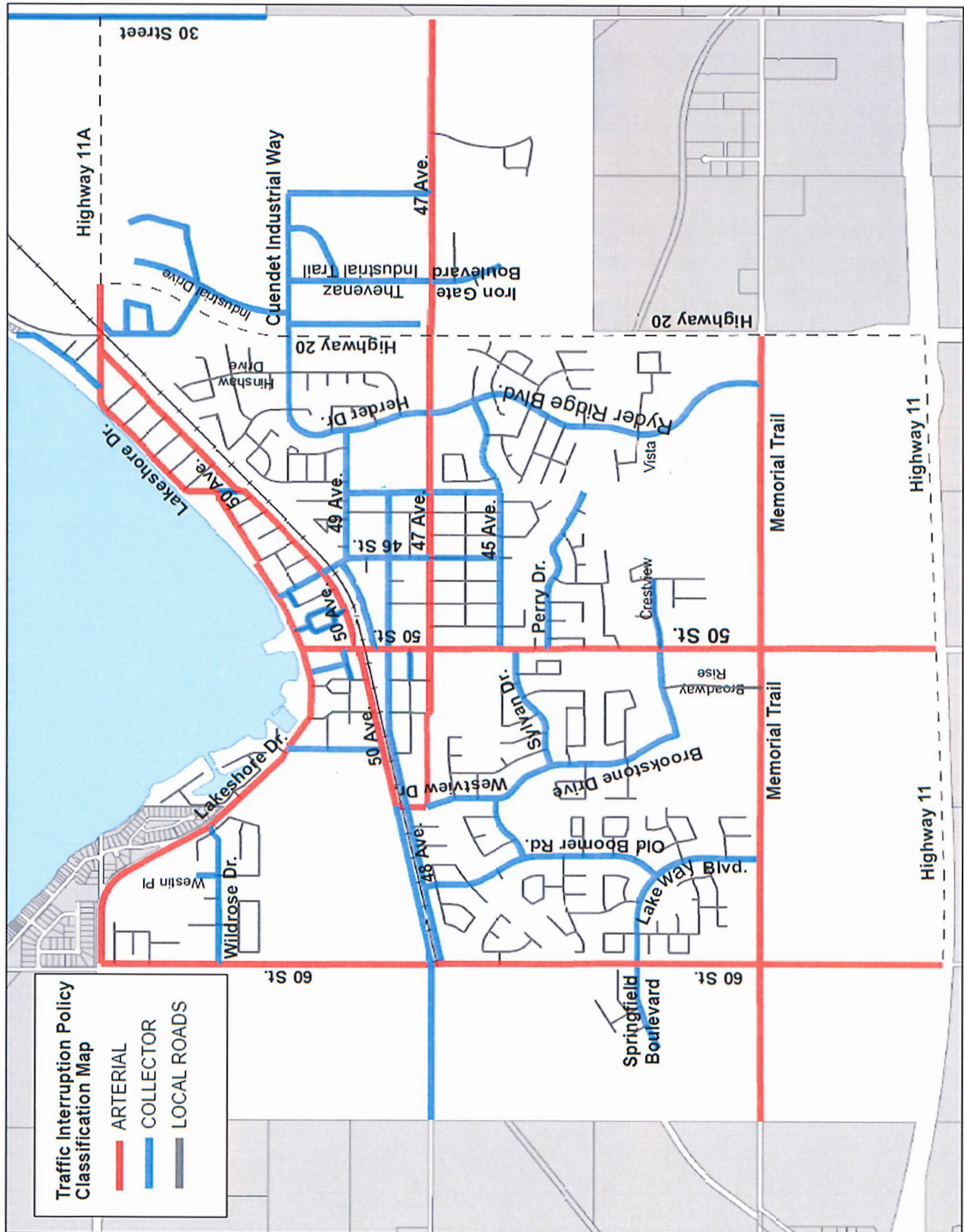
APPENDIX B: Quick Reference Guide (< less than, > greater than)

Type of Closure	Duration (days)	Notice Required (days)	Communication Level	Referral period
Shoulder				
All roads	< 3	4	1	no
All roads	> 3	7	1 or 2 (see 4.3)	no
Traffic Lane				
Arterials/collectors	< 3	7	3	no
Arterials/collectors	> 3	14	4	no
Non-arterial/collector	any	7	3	no
Road Closure				
Arterial	< 1	21	5	yes
Arterial	> 1	28	5	yes
Collector	< 1	14	4	no
Collector	> 1	21	5	yes
Non arterial/collector	< 1	7	3	no
Non arterial/collector	> 1	7	4	no
Alleys	< 1	7	3	no
Alleys	> 1	7	3	no
Special Events				
Any location requiring TIP	any	21	TBD (see 4.6)	yes
Parking Lots				
All municipal lots	any	7	3	no
Mobile Closures				
Any location requiring TIP	any	7	1	no
Walkway				
Municipal walkway	any	4	2	no
Emergency				
Any location requiring TIP	any	none	Emergency	no

LEVEL	REQUIRED COMMUNICATION (minimum requirements)
Emergency	<ul style="list-style-type: none"> ▪ Send TIP to Distribution List as soon as practical as information ▪ The TIP applicant is to notify adjacent occupants in affected closure area as soon as practical ▪ Social media notifications ▪ Media release, if appropriate ▪ Use electronic message board and place as appropriate ▪ Post TIP to web page ▪ Notify Communication Department and Distribution List once closure has ended
1	<ul style="list-style-type: none"> ▪ No communication required
2	<ul style="list-style-type: none"> ▪ The TIP applicant is to notify adjacent addresses if affected by the closure
3	<ul style="list-style-type: none"> ▪ Send TIP to Distribution List as information ▪ Social media notification ▪ The TIP applicant is to notify adjacent addresses if affected by the closure ▪ Post TIP to web page
4	<ul style="list-style-type: none"> ▪ Send TIP to Distribution List as information ▪ Social media notification ▪ Newspaper notice ▪ The TIP applicant is to notify adjacent addresses if affected by the closure ▪ Pre-construction electronic message board placed notifying motorists of future closure placed at least seven (7) days prior to construction ▪ Detour route to follow arterials or collectors where appropriate ▪ Update Project Page on website if it is a Town project ▪ Post TIP to web page ▪ Notify Communications Department once closure has ended
5	<ul style="list-style-type: none"> ▪ Send TIP to Distribution List for comments with a 96 hour response deadline ▪ Social media notification ▪ Newspaper notice ▪ The TIP applicant is to notify adjacent addresses if affected by the closure ▪ Pre-construction electronic message board placed notifying motorists of future closure placed at least seven (7) days prior to construction ▪ Detour route to follow arterials or collectors where appropriate ▪ Update Project Page on website if it is a Town project ▪ Post TIP to web page ▪ Notify Communications Department once closure has ended

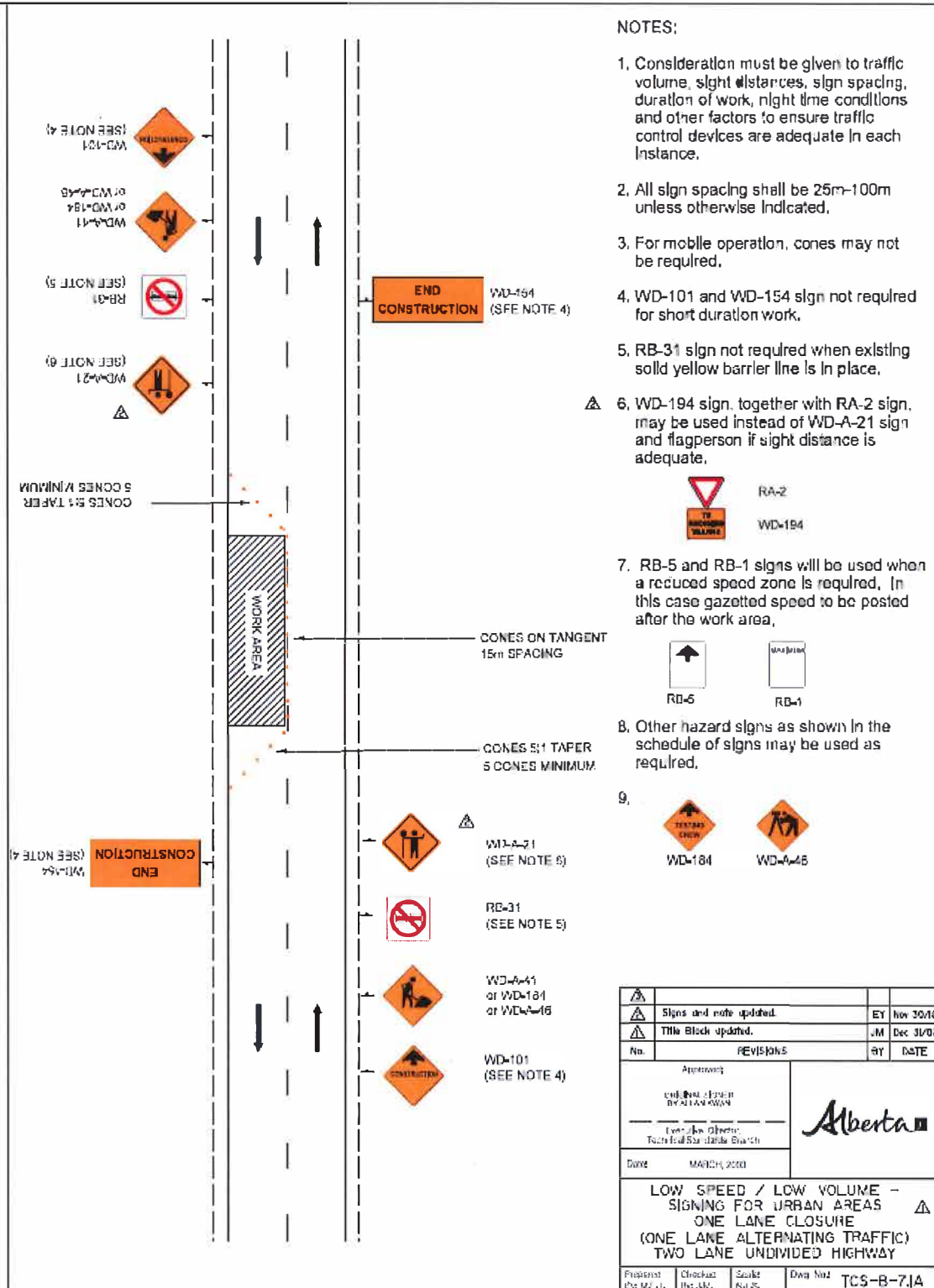


APPENDIX D: Map of Roadway Types



APPENDIX E: Traffic Accommodation Strategy Guide Examples

1) Lane Closure – 2 lane road:



[Handwritten signature]

2) Parking Shoulder Closure:

WD-101 (SEE NOTE 4)

WD-154 or WD-184 or WD-41

WD-41 or WD-184 or WD-46

END CONSTRUCTION

WD-154 (SEE NOTE 4)

CONES ON TANGENT AT 15m SPACING

CONES ON TAPER (MINIMUM 5 CONES)

WD-154 (SEE NOTE 4)

WD-101 (SEE NOTE 4)

WD-184

WD-41 or WD-184 or WD-46

WD-23R

WD-41

WD-46

WD-101 (SEE NOTE 4)

NOTES:

1. Consideration must be given to traffic volume, sight distances, sign spacing, duration of work, night time conditions and other factors to ensure traffic control devices are adequate in each instance.
2. All sign spacing shall be 25m-100m unless otherwise indicated.
3. For mobile operation, cones may not be required.
4. WD-101 and WD-154 signs not required for short duration work.
5. RB-5 and RB-1 signs will be used when a reduced speed zone is required. In this case gazetted speed to be posted after the work area.
6. Other hazard signs as shown in the schedule of signs may be used as required.
- 7.

RB-5

RB-1

WD-184

WD-46

No.	REVISIONS	BY	DATE
1	Cone points added.	EY	Nov 30/18
2	Title Block updated and sign added.	JM	Dec 31/07

<p>Approved</p> <p>ORIGINAL SIGNED BY ALLAN KIRBY</p> <p>Low speed / Low volume Technical Standards Branch</p> <p>Date: MARCH, 2008</p>	
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<p>LOW SPEED / LOW VOLUME - SIGNING FOR URBAN AREAS WORK ON SHOULDER TWO LANE UNDIVIDED HIGHWAY</p>	
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Prepared By: M.L.L.	Checked By: J.M.	Scale: N.T.S.	Dwg No: TC5-B-7.3A
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3) Centre Road Closure – 2 lane road:

