

# City of Kelowna Traffic Management Guide

December 2010



# City of Kelowna Traffic Management Guide

December 2010

---

Prepared by:

Urban Systems Ltd.  
304 - 1353 Ellis Street  
Kelowna, BC V1Y 1Z9

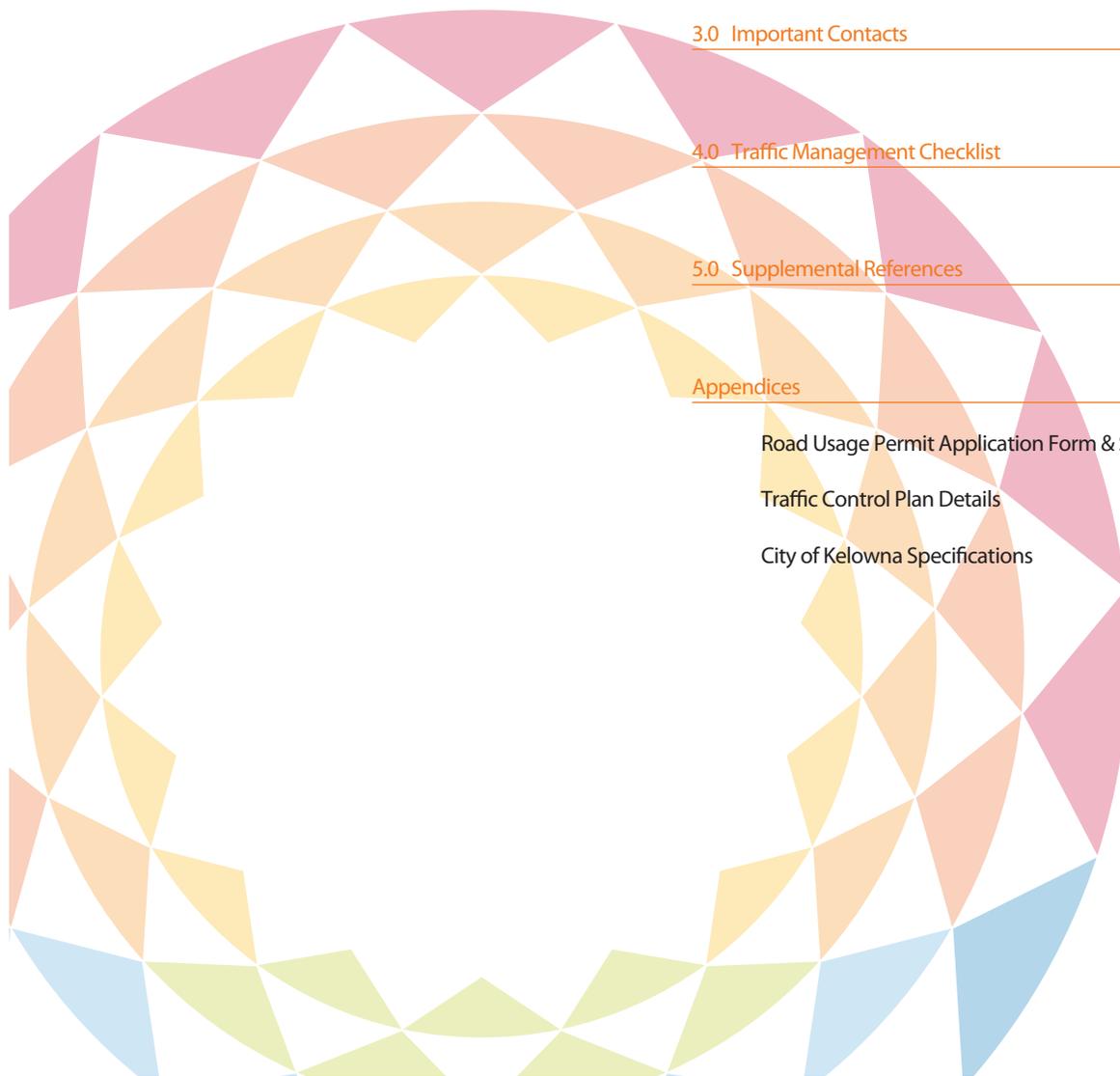
T: (250) 762-2517  
[www.urban-systems.com](http://www.urban-systems.com)

**URBAN** **SYSTEMS.**

USL File: 0467.0364.02

## TABLE OF CONTENTS

<u>1.0 Introduction</u>	<u>1</u>
Authority	1
Fundamental Principles	1
<u>2.0 Traffic Management and Road Usage Permit Process</u>	<u>2</u>
Before The Job	2
During The Job	3
After The Job	4
<u>3.0 Important Contacts</u>	<u>5</u>
<u>4.0 Traffic Management Checklist</u>	<u>6</u>
<u>5.0 Supplemental References</u>	<u>8</u>
<u>Appendices</u>	
Road Usage Permit Application Form & Schedule of Fees	A
Traffic Control Plan Details	B
City of Kelowna Specifications	C



## 1.0 Introduction

The *City of Kelowna Traffic Management Guide* is intended to be a practical guide describing the overall process and general requirements for conducting work within City of Kelowna Road Rights-of-Way (ROW). This guide should be used by all those who intend to work within the City's Road ROW including private contractors, private and public utility providers, consultants, and City of Kelowna personnel/staff. This guide is intended as a general reference only and should be used in conjunction with applicable documents such as; *City of Kelowna Bylaws*, *Workers Compensation Board (WCB) Guidelines*, *Occupational Health and Safety Regulations*, *BC Ministry of Transportation & Infrastructure's Traffic Control Manual for Work on Roadways*, and *the Manual of Uniform Traffic Control Devices (MUTCD)*. In addition, where a construction contract exists between the City of Kelowna and the contractor, the contract may contain specific traffic management clauses.

### Authority

All work conducted by any person, contractor, or utility within the City of Kelowna ROW including any excavation, repairs, test holes, installations, surface modifications or repairs or any other works resulting in disruption to traffic (i.e. tree removals or brush cutting), is regulated by the *City of Kelowna Traffic Bylaw No. 8120*. Applicable permits (including a **Road Usage Permit**), fees, and supporting materials (i.e. traffic control plan) must be approved by the City of Kelowna prior to the start of any work. In addition, a **Notice to Proceed** letter is required for all new construction including upgrades such as a change in water service. Other requirements such as proof of insurance, security deposits, and/or performance bonds may also apply.

The authority for the placement of traffic control devices on all streets and highways in British Columbia is contained in various Provincial acts and Municipal bylaws. No work should commence on a public roadway without first obtaining a work permit providing approval by the road authority concerned.

### Fundamental Principles

**Traffic safety must be designed as an integral part of construction and maintenance projects, rather than applied on a makeshift basis.** Traffic must be routed through these areas in a manner which most closely resembles normal road conditions, but, just as importantly, ensures the safety of workers and road users.

The purpose of the City of Kelowna Traffic Management Guide is to:

1. Ensure the safety of all road users including pedestrians, cyclists, and motorists
2. Minimize the disruption of traffic movement around the work zone
3. Maintain acceptable access to adjacent properties including private residences and businesses

## 2.0 Traffic Management and Road Usage Permit Process

The traffic management and road usage permit process encompasses the entire duration of the job/project. Specific requirements, procedures, and approvals are summarized as follows:

### Before The Job

- **Business License** - All businesses and contractors working within the City of Kelowna must have a valid Business License.
- **Notice to Proceed** - A Notice to Proceed Letter from the City of Kelowna is required for all new construction within the Road ROW; including upgrades to utilities such as water and sewer.
- **Road Usage Permits** - As per the City of Kelowna's Traffic Bylaw No. 8120, a Road Usage Permit is required for any works on City of Kelowna roads or within the Road ROW. Road Usage Permit fees may apply. Road Usage Permit requirements may include the need for:
  - **Excavation Permit** (included in Road Usage Permit Application Form)
  - **Pole Replacement Permit** (included in Road Usage Permit Application Form)
  - **Special Event Permit**
  - **Traffic Impedance Permit<sup>1</sup>**
  - **Hoarding Permit**
- **Traffic Control Checklist** - A completed checklist (see section 4.0 of this document) should be provided with Road Usage Permit applications.
- **Traffic Control Plan** - A Traffic Control Plan is required by the City of Kelowna. The Traffic Control Plan requirements will be prescribed by the City of Kelowna and the plan must be approved prior to the issuance of the Road Usage Permit. An acceptable traffic control plan will be completed in accordance with the *BC Ministry of Transportation & Infrastructure's Traffic Control Manual for Work on Roadways* (see Chapters 3 & 4) and may include such items as:
  - Location, duration, and description of works
  - Identification of a traffic control supervisor (including contact information)
  - Requirements for appropriate traffic control devices and/or traffic control persons (TCP)
  - Application/removal of pavement markings, signs, and lighting
  - Construction diversion or detour plans and signing
  - Accommodations for pedestrians and cyclists
  - Inspection and maintenance plan
- **Other Permits** - Additional permits may be required in conjunction with the Road Usage Permit in accordance with City of Kelowna requirements such as:
  - **Parking Meter Bag Program** - On-street parking stalls may be temporarily reserved through the Meter Bag Process. A valid permit will be required to demonstrate the need for meter

---

<sup>1</sup> Traffic impedance can be a blockage, a momentary distraction for motorist, and event that reduces the normal flow of traffic.

bags. The Meter Bag Program is administered by Kelowna Parking and up 48 hour notice may be required to process requests and is subject to applicable fees.

- **Overweight/Oversize Vehicle Permits** - Oversize/Overweight vehicle permits are administered by the City of Kelowna at the Yard Office. Applicant must receive approval from relevant City departments and utilities (Telus, Fortis, Shaw Cable, City of Kelowna Traffic). Permit fees apply.
- **Emergency Services and Transit Notification** - Emergency Service providers (i.e. Fire, RCMP, Ambulance) must be notified at least **24 hours** in advance of any road closures. In addition, BC Transit must be notified of any road closure or detour on bus routes at least **1 week** in advance. Contact information is as follows:
  - **Firehall** 250-469-8801 / Dispatch Fax 250-862-3371
  - **RCMP** 250-762-3300 / Dispatch Fax 250-491-2383
  - **Ambulance** 250-828-5855 / Dispatch Fax 250-374-2267
  - **BC Transit** 250-860-8121 / Dispatch Fax 250-862-3349

### During The Job

- **Quality of Work** - All work must be completed as per the City of Kelowna's subdivision bylaws and MMCD specifications.
- **Maintaining the Road Usage Permit** - Any change or modification to the job parameters require an update to the Road Usage Permit. Other permits and plans such as the Traffic Control Plan should also be updated as required and approved by the City of Kelowna.
- **Inspection/Maintenance** - It is the responsibility of the permit holder to ensure that all temporary traffic control devices (e.g. delineators, temporary pavement markings) identified in the traffic control plan are inspected regularly and maintained in working condition throughout the duration of the job. The City of Kelowna may periodically inspect worksites to ensure continued compliance with the Road Usage permit and the traffic control plan.
- **Documentation of Traffic Control** - Good record keeping is necessary for traffic control related to road work. Such records are essential in the case of a traffic accident involving litigation. Although such record keeping can be time consuming, particularly for a moving operation, it is important to record significant traffic control actions taken by field crews.
- **Revisions of Traffic Control** - When the inspection process reveals a condition that requires changes, the documentation should include the following:
  - Description of change needed, when it was noted, and by whom.
  - Instructions given to make changes.
  - What and when changes or replacements made and, if deferred, why.
- **Temporary Restorations** - Temporary restorations to road surfaces due to excavations and other construction activities will be completed as per City of Kelowna specifications (see Appendix C).

- **Road Usage Permits On Hold** - Pending approval by the City of Kelowna, Road Usage Permits may be placed on hold during breaks in the job when no works are underway. Fees will not apply during these periods. If a permit is put on hold, a third party work order must be setup with the City of Kelowna in the case that maintenance is required.

### After The Job

- **Re-Activate Road Usage Permits** - Road Usage Permits on hold may be re-activated provided that the parameters of the job are unchanged.
- **Permanent Restorations** - Permanent restorations to roadway due to excavations and other construction activities will be completed as per City of Kelowna supplemental specifications or as may be required by Contract Documents prepared by the Consulting Engineer. The work zone should also be cleared of all equipment, materials, and the ROW should be restored to a condition equal to or better than its condition prior to starting the work.
- **Removal of Traffic Control Devices** - All temporary traffic control devices (including signage) must be removed at the end of the job.
- **Approval to Re-open Roadway** - Approval from the City Engineer or designate must be obtained prior to re-opening a closed roadway.

### 3.0 Important Contacts

Organization	Purpose	Telephone	Fax
City of Kelowna - Yards Office 1495 Hardy Street Kelowna, BC	<ul style="list-style-type: none"> <li>- Road Usage Permits</li> <li>- Traffic Control Plans</li> </ul>	250-469-8501	250-862-3300
City of Kelowna - Stuart Evans	<ul style="list-style-type: none"> <li>- Road Usage Inspection</li> </ul>	250-469-8710	250-862-3300
City of Kelowna - Roadways Engineer	<ul style="list-style-type: none"> <li>- City Road Projects</li> </ul>	250-469-8741	
Kelowna Parking Suite 100 - 586 Leon Avenue Kelowna, BC	<ul style="list-style-type: none"> <li>- Meter Bag Program (48 hour Notice)</li> </ul>	250-862-8585	250-862-8587
BC Transit	<ul style="list-style-type: none"> <li>- Road Closures / Detours on Transit Routes (1 Week Notice)</li> </ul>	250-860-8121	250-862-3349
RCMP	<ul style="list-style-type: none"> <li>- Road Closures (24 hr Notice)</li> <li>- Emergency Only - use 911</li> </ul>	250-762-3300	250-491-2383
Kelowna Fire Department	<ul style="list-style-type: none"> <li>- Road Closures (24 hr Notice)</li> <li>- Emergency Only - use 911</li> </ul>	250-469-8801	250-862-3371
Ambulance Service	<ul style="list-style-type: none"> <li>- Road Closures (24 hr Notice)</li> <li>- Emergency Only - use 911</li> </ul>	250-828-5855	250-374-2267
BC One Call	<ul style="list-style-type: none"> <li>- Utility Locates</li> </ul>	1-800-474-6886	604-451-0344

## 4.0 Traffic Management Checklist

Before The Job	
Do you have a Notice to Proceed Letter (required for new work)?	
Have you applied for the applicable Road Usage Permits?	
Are you required to complete a Traffic Control Plan?	
Have you notified the appropriate agencies? <ul style="list-style-type: none"> <li>- BC Transit</li> <li>- RCMP</li> <li>- Fire Department</li> <li>- Ambulance</li> <li>- BC One Call (Utilities)</li> </ul>	
Traffic Control Plan	
Have you identified the job location (including work zone, major and minor roads, etc.)?	
Have you identified the duration of the job (including any phases and hours of work)?	
Have you described the type of work to be undertaken?	
Have you identified a traffic control supervisor and provided contact information?	
Is a Traffic Control Plan exhibit required (indicating location and type of traffic control devices, etc.)?	
Have appropriate provisions been made for the following? <ul style="list-style-type: none"> <li>- Vehicular traffic (including motorcycles, trucks and buses)</li> <li>- Continuity of bicycle lanes or paths</li> <li>- Continuity of pedestrian facilities including sidewalks and pathways</li> <li>- Access to local residences and businesses</li> <li>- Bus stops and shelters</li> </ul>	
Has appropriate advance warning of the work area/detour routes been provided?	
Has an appropriate approach area been identified? Including: <ul style="list-style-type: none"> <li>- Reasonable speed reduction (<math>\leq 20</math>km/hr)</li> <li>- Lane change or reductions</li> <li>- Passing restriction</li> <li>- Alternating one-way traffic (with appropriate TCP or temporary signals)</li> </ul>	
Has an appropriate transition area been identified to delineate a change in travel path? Including: <ul style="list-style-type: none"> <li>- Transition length appropriate for travel speeds</li> <li>- Appropriate traffic control devices</li> </ul>	

Is the activity area appropriately identified with sufficient work and buffer space? Including: <ul style="list-style-type: none"> <li>- Need for barriers</li> <li>- Materials and vehicle placement (outside of buffer area)</li> </ul>	
Is an appropriate termination area identified? Including: <ul style="list-style-type: none"> <li>- Signing and delineation to guides users back to normal conditions</li> <li>- Speed limit increase</li> <li>- End of construction/"Thank You" signage</li> </ul>	
<b>During The Job</b>	
Is the Traffic Control Plan being implemented as specified?	
Is a suitable traffic control monitoring and inspection plan being followed?	
Are traffic control devices in their proper place, aligned correctly, and are they visible and legible (day and night)?	
Is proper documentation of traffic control inspection and maintenance being undertaken?	
Does the traffic control plan continue to meet the needs of the job?	
Are traffic control person(s) required? Do they have the proper training, accreditation, and safety apparel (high visibility)?	
Are there signs that need to be removed or covered during periods of inactivity?	
Is there proper equipment available to secure the site overnight/weekends/holidays, if necessary? (signs, markers, barricades, fencing, snow fencing, flashers, etc.)	
Is suitable access being provided to local access, residences, and businesses?	
Are temporary restorations being completed according to City of Kelowna specifications?	
If changes to the Traffic Control Plan or substantial changes to the job/works are required, has the Road Usage Permit been updated?	
Does the Road Usage Permit need to be extended in the event of delays or change in schedule?	
<b>After The Job</b>	
Have permanent restorations been completed according to City of Kelowna specifications?	
Have all traffic control devices been removed?	
Has the work zone been cleared of all equipment, materials, and restored to a condition equal or better than before work began?	
Has the City of Kelowna given approval to re-open a closed roadway?	

## 5.0 Supplemental References

The following supplemental references are provided to be used in conjunction with the information provided in this guide.

### 1. Traffic Bylaws, Permits, and Standards - City of Kelowna

- City of Kelowna Traffic Operations Website  
<http://www.kelowna.ca/CM/Page1262.aspx>
- City of Kelowna Traffic Bylaw 8120  
<http://www.kelowna.ca/CM/Page1329.aspx>
- Schedule B, Road Usage Permits  
<http://www.kelowna.ca/CityPage/Docs/PDFs/%5CBylaws%5CTraffic%20Bylaw%20No.%208120/Schedule%20B%20-%20Road%20Usage%20Permits.pdf>
- Schedule 4, Design Standards  
<http://www.kelowna.ca/CityPage/Docs/PDFs/%5CBylaws%5CSubdivision%2C%20Development%20and%20Servicing%20Bylaw%20No.%207900/Schedule%204%20-%20Design%20Standards.pdf>
- Schedule 5, Construction Standards  
<http://www.kelowna.ca/CityPage/Docs/PDFs/%5CBylaws%5CSubdivision%2C%20Development%20and%20Servicing%20Bylaw%20No.%207900/Schedule%205%20-%20Construction%20Standards.pdf>
- Schedule 5, Drawings Pavement Restoration  
<http://www.kelowna.ca/CityPage/Docs/PDFs/%5CBylaws%5CSubdivision%2C%20Development%20and%20Servicing%20Bylaw%20No.%207900/Schedule%205%20-%20Drawings%20-%20Part%205a%20-%20Road%20Works.pdf>

### 2. Traffic Control Manual for Work of Roadways - BC Ministry of Transportation & Infrastructure

*“This edition of the Traffic Control Manual for Work on Roadways was developed by a Committee for Traffic Control on Construction and Maintenance Projects which was organized by the British Columbia Ministry of Transportation.*

*The purpose of the Committee was to review and update current traffic control standards on all types of projects. The review focused on activity involving short duration, long duration and freeway conditions. The duties, responsibilities and certification of flag persons was also reviewed by a separate committee. The traffic control standards are organized in a way that non-Ministry organizations such as utility companies and municipalities can readily use them.”*

[http://www.th.gov.bc.ca/publications/eng\\_publications/TCM/Traffic\\_Control\\_Manual.htm](http://www.th.gov.bc.ca/publications/eng_publications/TCM/Traffic_Control_Manual.htm)

### 3. Traffic Control Persons (TCP) Training Requirements

*Work Safe BC - Occupational Health and Safety Regulations 18.6\Traffic Control Training and Registration - "Employers of traffic control persons MUST train and instruct those workers in a course acceptable to the Board..."*

<http://www2.worksafebc.com/publications/OHSRegulation/Part18.asp>

Training and Accreditation Information: <http://www.safetynetwork.bc.ca/>

### 4. Work Zone Traffic Control Safety Certification - International Municipal Signal Association (IMSA)

*"Problems of traffic control occur when traffic must be moved through or around road or street construction, maintenance operations, utility work and incidents on or adjacent to the roadway.*

*This manual establishes principles to be observed in the design, installation, and the maintenance of traffic control devices and identifies standards where applicable. This study guide was also developed to be used as a reference. The general principles outlined in this manual are applicable to both rural and urban situations.*

*This course on Work Zone Traffic Control and Safety was specifically developed by the principles and procedures which experience has shown to enhance the safety of motorists and the workers in the vicinity of work areas. "*

<http://www.imsa.bc.ca/>

# APPENDIX A

---

## Sample Road Usage Permit Application Form & Schedule of Fees



# Road Usage Permit Application Form

City Yards  
1495 Hardy Street  
Kelowna, BC v1y 7w9  
Tel: (250) 469-8600  
Fax: (250) 862- 3330

Deliver to 1495 Hardy St; or Fax to City Works Yard - Fax # 862-3330

**Prime Contractor:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Project / Location:** \_\_\_\_\_ Specify Civic Address(s), Plan or Lot # i.e. from: # to: # .

Title	Contact Name	Office #	Cell #	24hr call #	Fax #	Email
Prime Contractor						
Engineering Consultant						
Traffic Control Supervisor						

Note - Prime Contractor is to immediately notify City Engineer of any change in contact information.

**Description of Work or Activity:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Permit Date/Time Requested and Schedule of Work**

<b>Start Date</b> (M / D / Y)	___ / ___ / ___ m d y	<b>End Date</b>	___ / ___ / ___ m d y	<b>Start Time:</b> 00:00-24:00		<b>End Time:</b>	
----------------------------------	--------------------------	-----------------	--------------------------	-----------------------------------	--	------------------	--

Note – permit end date is; date when permanent surface restoration is complete and contractor has notified City Engineer.

**Provide Work Schedule Detail as required** Yes  No  (Select one -"X")

**Excavated Site Surface Material(s):** Select all that Apply "X"

Asphalt		Concrete		Other	
Curb	<input type="checkbox"/>	Curb	<input type="checkbox"/>	Turf	<input type="checkbox"/>
Sidewalk	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Gravel	<input type="checkbox"/>
Roadway	<input type="checkbox"/>	Roadway	<input type="checkbox"/>	Trench Width in metres i.e. .3m,1m..	<input type="checkbox"/>

Misc (specify): \_\_\_\_\_

**Traffic Information** Select all that Apply "X"

Road Name and Direction n/b, s/b etc. <small>Use additional sheet if more than one road</small>	Where on Roadway	Condition(s)
	Shoulder/Sidewalk/boulevard	Road Closure - Local Traffic
	Curb Lane	Road Closure - No Traffic
	Median Lane	Single Lane - Alternating Traffic
	Median	Lane Closure (Multi Lane Roadway)
	Intersection	Traffic Control Person(s)
	Rear Lane (Alley)	Detour

**Submit Traffic Control Plan Detail (If applicable) or upon request of the City Engineer (Select one -"X")** Yes  No

**Locates are required, prior to excavating,** under the terms of the Road Usage Permit and WCB/Work Safe, Occupational Health and Safety Regulations; Failure to do so will invalidate the Road Usage Permit.

I(we) hereby acknowledge I have read and understood the City of Kelowna Traffic and Subdivision Bylaws and agree to be bound by its provisions and amendments, if any, specifications and regulations to the City governing excavations in or under municipal streets and to such special conditions, restrictions and regulations as may be imposed by the City Engineer.

See Schedule "B" of KELOWNA TRAFFIC BY-LAW NO 8120

**Date of Application:** \_\_\_ / \_\_\_ / \_\_\_ **Signature of Applicant:** \_\_\_\_\_  
M D Y (Contractor Signing Authority)

## SCHEDULE "A" FEES

### **PART 3 – VEHICLE REGULATIONS**

#### **Subsection 3.3.2 Overweight or Oversize Vehicles Permit**

**Overweight or Oversize Vehicle Permit fee:**

\$100 per permit.

### **PART 4 – PARKING REGULATIONS**

#### **Subsection 4.3.1(d) Reserved On-Street Parking Permit Fee**

**Reserved On-Street Parking Permit fee:** \$5.00 per day per sign  
\$5.00 per day per parking hood

**Reserved On-Street Parking Permit Security Deposit per sign or parking hood:** \$25.00 each

### **PART 5 – HIGHWAY USE REGULATIONS**

#### **Subsection 5.4.2 - Road Usage Permit**

**Road Usage Permit Fee:**

<u>Duration of Permit</u>	<u>Fee</u>
<b>Traffic Impedance</b>	Free
1 day or less	\$47.62
2 days to 7 days	\$190.48
8 days to 30 days	\$333.33
More than 30 days	\$333.33/month
Extension Fee	\$38.10

\*Plus applicable taxes.

#### **Subsection 5.4.3 Damage and Security Deposit for Road Usage Permit**

Damage and Security Deposit: minimum \$500.00, with the actual amount to be determined by the **Engineer** pursuant to Subsection 5.4.3 of this Bylaw.

#### **Subsection 5.5.3 Hoarding Permit Application**

**Hoarding Permit fee:** \$10.00 per day plus \$5.00 per day per blocked parking stall (one parking hood per stall)

**Hoarding Permit Security Deposit:** Amount to be determined by **City Engineer** pursuant to Subsection 5.5.3 of this Bylaw.

Hoarding occurring for less than 8 hours	\$47.62
Hoarding occurring for greater than 8 hours, up to 1 month	\$7.62m <sup>2</sup> /month or Portion thereof";

**FEES MAY CHANGE WITHOUT NOTICE**

# APPENDIX B

---

## Traffic Control Plan Details



# Road Usage Permit Traffic Control Plan

## Traffic Control Supervisor - Work Zone Site Assessment

Site Assessment Considerations:	Site Assessment Summary
<b>Road Geograhpy:</b> winding; straight; grade etc.	
<b>Road Type:</b> No. of lanes in each direction of travel; divided; undivided; bicycle; sidewalk etc.	
<b>Road Width: (traffic routing)</b> lanes; bicycle; sidewalk; shoulder etc.	
<b>Sight Obstructions:</b> trees; buildings; etc.	
<b>Approaches:</b> hills; curves; intersections; drive way access etc.	
<b>Work Zone Length:</b> active length; total length	
<b>Regulated Speed:</b> 50 km/h; 60km/h etc.	
<b>Traffic Types:</b> Pedestrian; Cyclists; Local; Tourist; Commercial; Transit; Emergency; School etc.	
<b>Surrounding Land Use:</b> Commercial; Industrial; Residential; Rural etc.	
Procedural Considerations:	Procedural Summary
<b>Work on roadway:</b> median lane; curb lane; bike lane	
<b>Work off roadway:</b> median;sidewalk;shoulder etc.	
<b>Work zone access/egress: Construction</b> equipment count per hr.	
<b>Equipment Access:</b> location	
<b>Work zone equipment buffer to:</b> pedestrians / cyclists / motorists - see MOT TCMWR: Yes or No "If no provide TCP "	
<b>Stationary work zone</b>	
<b>Continuously moving work zone</b>	
<b>Site Equipment Activity:</b> high or low	
<b>Working at or in an Intersection</b>	
<b>Working in or near a signalized intersection</b>	
<b>Hours of work:</b> day/night	
<b>Traffic control details when work ceases</b>	
<b>Emergency Vehicle Access</b>	
<b>Number of Traffic Control operations:</b> small and/or large traffic mngmt plan.	



# Road Usage Permit Traffic Plan Detail

Consider work zone site assessment and procedural summaries to prepare the traffic control plan(s)

<b>Considerations:</b>	<b>Traffic Plan Detail Summary</b>
Spacing of devices	
Advanced warning area	
Transition area	
Buffer area	
Work area	
Termination area	
Delineation during off hours	
Sign transition	
Turning and/or removing signs	
Maintenance and replacement plan	
Traffic Control Persons:	
Qualifications	
Hours of work	
Communications	
Relief	
Site Instructions	
Traffic Control Supervisors	
Other:	

**Site Diagram** (provide additional documents as required) - Show all site factors affecting traffic control, traffic control devices, spacing etc.

**Traffic Control Plan Developed by:**

**Site Meeting Attendance:**

Name	Agency	Signature

# APPENDIX C

---

## Sample City of Kelowna Specifications

*(See City of Kelowna website to confirm most current specifications)*

## TEMPORARY ASPHALT RESTORATION OPTIONS

### Temporary asphalt restoration

Temporary asphalt restoration work is any and all work done between Nov 1<sup>st</sup> and Mar 31<sup>st</sup> that requires asphalt restoration.

### Options

1. The contractor can complete asphalt restoration as per the MMCD and or City specifications. (Base densities are required prior to paving). The asphalt restoration will be assessed after Mar 31<sup>st</sup> to see if it is permanent or additional work is needed. (If it is not considered permanent the contractor pays to have it ground out and or removed and repaved as per the MMCD and or City specs). Contractor MUST supply us with a contact name and number for maintenance or sign a 3<sup>rd</sup> party for the City to do maintenance if required.
2. The contractor can sign a 3<sup>rd</sup> party work order and the City will do the asphalt restoration and maintenance as per the MMCD and or City specifications. (Base density is required prior to paving)The asphalt restoration will be assessed after Mar 31<sup>st</sup> to see if it is permanent or additional work is needed. (If it is not considered permanent the contractor pays to have it ground out and or removed and repaved as per the MMCD and or City specifications). This option is based on the availability of crews and equipment at the time of the request and if it can not be done by a City crew options 1, 3 or 4 must be completed by the contractor.
3. Concrete (150mm with an MPA of 32 for arterial roads & 100mm with an MPA of 32 for local roads). A 3<sup>rd</sup> party work order will be required for City to maintain if needed.
4. Cold mix or Asphalt Grindings can be used at a minimum of 50mm thick. A 3<sup>rd</sup> party work order will be required for City to maintain if needed.

**BL8847 added Section S02223:**

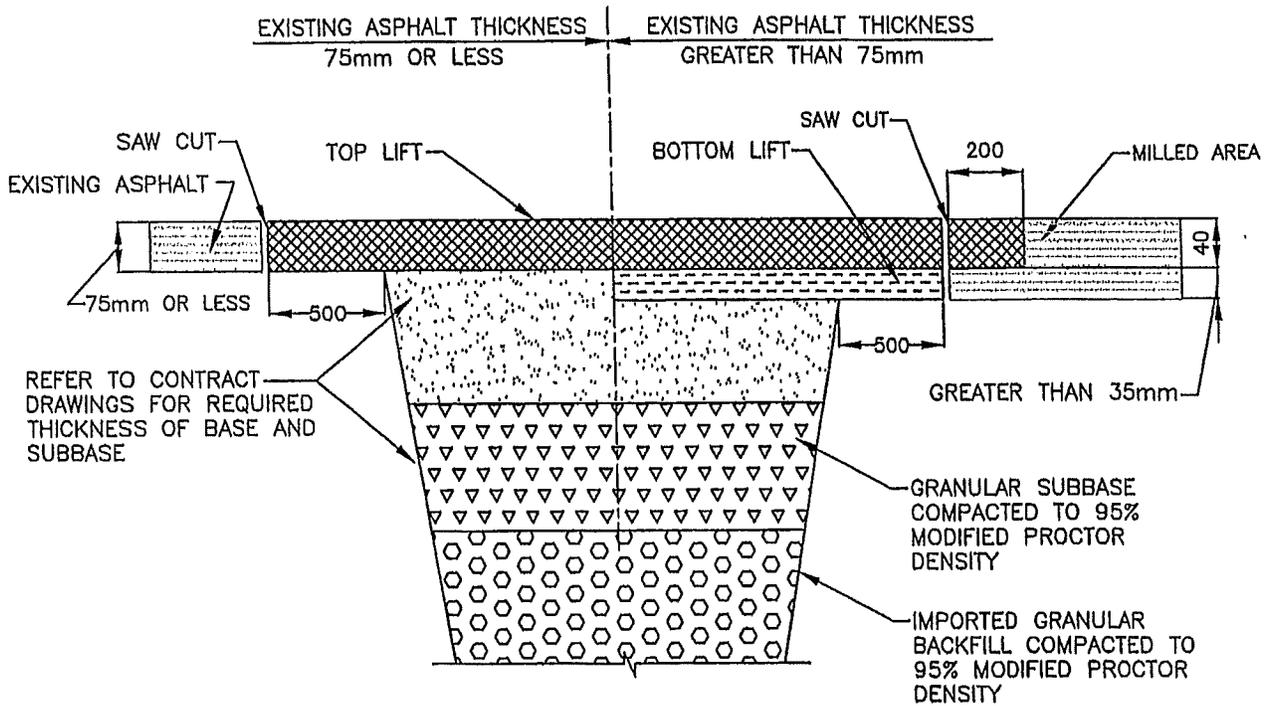
**3.6 Surface Restoration**

Delete: Section 7.5

Add:

- 7.5.1 All asphalt shall be saw cut 500 mm wider and longer than the surface dimensions of the actual trench excavation. This saw cut must extend cleanly through the existing asphalt to the base material prior to asphalt removal. See Drawing SSG5.
- 7.5.2 If the thickness of the existing asphalt is greater than 75 mm, grind it to a depth of 40 mm and a width of 200 mm along the saw cut edge. This can be done just prior to the final asphalt restoration.
- 7.5.3 Where the edge of the saw cut or milled asphalt, whichever is wider, extends into the travel lane, it should be extended to the mid point of that lane. Where the edge extends past the mid point of the travel lane, it should be extended to the far edge of that travel lane.
- 7.5.4 Where the edge of the saw cut or milled asphalt, whichever is wider, is less than 1.5 m from the lip of gutter or edge of paved shoulder, it should be extended to the lip of gutter or edge of paved shoulder.
- 7.5.5 When an area of existing asphalt between two transverse trenches is less than one third (1/3) of the total area of the proposed paving of the two trenches plus the area between them (based on the shortest trench), the existing asphalt shall be removed and the area paved in conjunction with the paving of the two trenches.
- 7.5.6 Regardless of 7.5.5, if the longitudinal distance between two trenches is less than three (3) meters it shall be removed and the area paved in conjunction with the paving of the two trenches.
- 7.5.7 Longitudinal trenches must be paved with a paving machine.
- 7.5.8 Hot-mix paving shall meet the thickness of the existing pavement or that shown on the design drawings, whichever is greater. If the thickness of the hot-mix paving is 75 mm or less, it shall be placed in one lift. If the thickness of the hot-mix paving is greater than 75 mm it shall be placed in two lifts as shown on Drawing SS-G5.
- 7.5.9 Vertical faces and the surface of the bottom lift of asphalt must be painted with bituminous material prior to hot mix paving.

# STANDARD DETAIL DRAWINGS



CROSS SECTION

H:\WU\DRAWING\STD-DWGS\MACD\SS-G5

PAVEMENT RESTORATION

SS-G5

REV: JAN.29/01

DATE: OCT.12/01