



# Road Usage Permit Application Form

City Yards  
1495 Hardy Street  
Kelowna, BC V1Y 7W9  
Tel: (250) 469-8600  
Fax: (250) 862- 3330

**PERMITS WILL BE APPROVED OR DECLINED WITHIN 5 BUSINESS DAYS. WORK CANNOT START WITHOUT AN APPROVED PERMIT AND A COPY OF THE APPROVED PERMIT MUST BE ON SITE AT ALL TIMES.**

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

**Project / Location / Address:** \_\_\_\_\_ **Specify Civic Address, Plan or Lot #.** \_\_\_\_\_

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

Note - Prime Contractor is to immediately notify the Operations Clerk of any changes in contact information, permit conditions, location changes etc

**Detailed Description of Work or Activity:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Safe BC Notice of Project  Y  N Cost of Project \$ \_\_\_\_\_ Notice to Proceed  Y  N File # \_\_\_\_\_

Permit Date/Time Requested and Schedule of Work				Deposit Type:	LOC	Chg	CC	N/A
Start Date (M / D / Y)	_____ / _____ / _____ m d y	End Date	_____ / _____ / _____ m d y	Start Time: 00:00-24:00			End Time:	

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

Note – permit MUST remain open until ALL work is complete. Failure to do so may result in fines or legal action.

Note – Maintenance of the permit areas is the responsibility of permit holder at ALL times unless other wise arranged and noted.

**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"/>		Blvd (type): _____
Sidewalk / Walkway <input type="checkbox"/>	Sidewalk <input type="checkbox"/>		Shoulder (type): _____
Roadway <input type="checkbox"/>	Roadway <input type="checkbox"/>		Misc (specify): _____
Min asphalt restoration (W)1.45m <input type="checkbox"/>	Driveway <input type="checkbox"/>		Within 2m of a tree <input type="checkbox"/>

Traffic Information		Select all that Apply "X"
Road Name and Direction n/b, s/b etc. Use additional sheet if more than one road	Where on Roadway	Condition(s)
	Shoulder / Sidewalk / Blvd <input type="checkbox"/>	Road Closure - Local Traffic <input type="checkbox"/>
	Curb Lane <input type="checkbox"/>	Road Closure- No Traffic / Detour <input type="checkbox"/>
	Median Lane <input type="checkbox"/>	Single Lane - Alternating Traffic <input type="checkbox"/>
	Median <input type="checkbox"/>	Lane Closure- Multi Lane Road <input type="checkbox"/>
	Intersection <input type="checkbox"/>	Lane Closure- Continually Moving <input type="checkbox"/>
	Rear Lane (Alley) <input type="checkbox"/>	Traffic Control Person(s) <input type="checkbox"/>

**Traffic Control Plan detail are included (Select one -"X") (If no, a TMP needs to be faxed prior to starting work)** Y  N

- 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.
- Application FEES are non refundable.
- All City Bylaws and guidelines MUST be followed at all times. See Schedule "B" of KELOWNA TRAFFIC BY-LAW NO 8120
- Work CANNOT take place within 2m of a tree on a ROW without first obtaining approval from the Urban Forestry Supervisor. (250-469-8503)

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.

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signature for Faxing or in person applications: \_\_\_\_\_  
M D Y (Contractor Signing Authority)

Email applications please read and check box:

As signing authority for the Prime Contractor, by clicking this box I agree to the terms and conditions of this application;

Subsection 5.4.2 - Road Usage and Hoarding Permit (RUP & HP)

Road Usage and Hording Permit Fees:

Road Usage / Hoarding Permit Fees	Application Fee	Permit Fee	Deposits
RUP / Traffic Impedance / No Excavation / Events (Up to 1 month)	\$75.00	\$0.00	\$0.00
RUP / Road closure / Excavation, all type / Pole replacement	\$75.00	\$25.00 per day	\$500 minimum or 10% of total work value
RUP Extension fee	\$75.00	\$25.00 per day	\$500 minimum or 10% of total work value
HP 5 days or less	\$75.00	\$25.00 per day	\$0.00
HP extension fee, permit duration up to 5 days	\$75.00	\$25.00 per day	\$0.00
HP 6 days or greater	\$75.00	\$8.00 per Sqm per month	\$500 minimum or 10% of total work value
HP extension fee, permit duration greater than 6 days	\$75.00	\$8.00 per Sqm per month	\$500 minimum or 10% of total work value
Hoarding Permit for pedestrian scaffolding (no pedestrian impedance or redirection)	\$75.00	First 7 days FREE / \$75 per week thereafter	\$0.00
Meter Bags	\$0	\$5.00 Per day per bag	\$25.00 per bag

\*Plus applicable taxes."



# Road Usage Permit Traffic Control Plan

## Traffic Control Supervisor - Work Zone Site Assessment

Site Assessment Considerations:	Site Assessment Summary
Road Geographpy: winding; straight; grade etc.	
Road Type: No. of lanes in each direction of travel; divided; undivided; bicycle; sidewalk etc.	
Road Width: (traffic routing) lanes; bicycle; sidewalk; shoulder etc.	
Sight Obstructions: trees; buildings; etc.	
Approaches: hills; curves; intersections; drive way access etc.	
Work Zone Length: active length; total length	
Regulated Speed: 50 km/h; 60km/h etc.	
Traffic Types: Pedestrian; Cyclists; Local; Tourist; Commercial; Transit; Emergency; School etc.	
Surrounding Land Use: Commercial; Industrial; Residential; Rural etc.	
<b>Procedural Considerations:</b>	<b>Procedural Summary</b>
Work on roadway: median lane; curb lane; bike lane	
Work off roadway: median;sidewalk;shoulder etc.	
Work zone access/egress: Construction equipment count per hr.	
Equipment Access: location	
Work zone equipment buffer to: pedestrians / cyclists / motorists - see MOT TCMWR: Yes or No "If no provide TCP "	
Stationary work zone	
Continuously moving work zone	
Site Equipment Activity: high or low	
Working at or in an Intersection	
Working in or near a signalized intersection	
Hours of work: day/night	
Traffic control details when work ceases	
Emergency Vehicle Access	
Number of Traffic Control operations: 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 (Fax additional Documents to 250-862-3330 ATTN: RUP Clerk) - Show all site factors affecting traffic control, traffic control devices, spacing etc. (Insert applicable drawing from the Traffic Control Manual for Work on Roadways)  
[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)

Traffic Control Plan Developed by:

Site Meeting Attendance:

Name	Agency	Signature

## 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:**

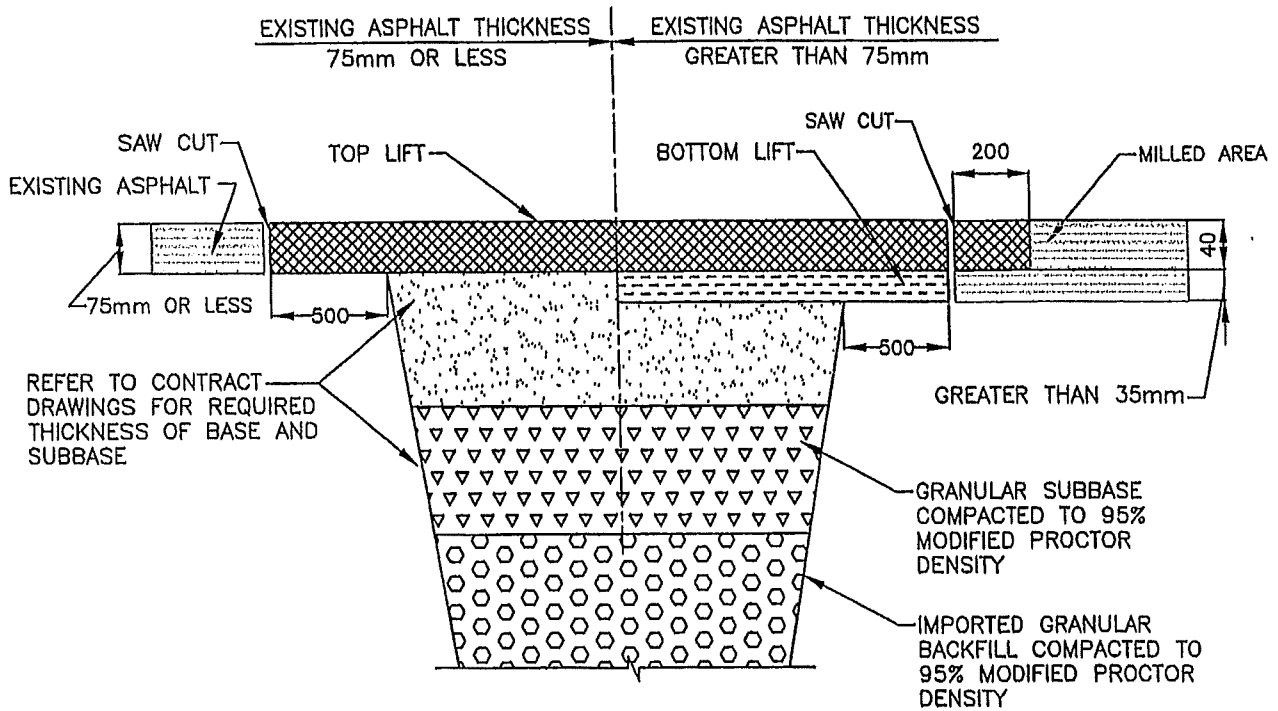
**3.6 Surface Restoration**

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

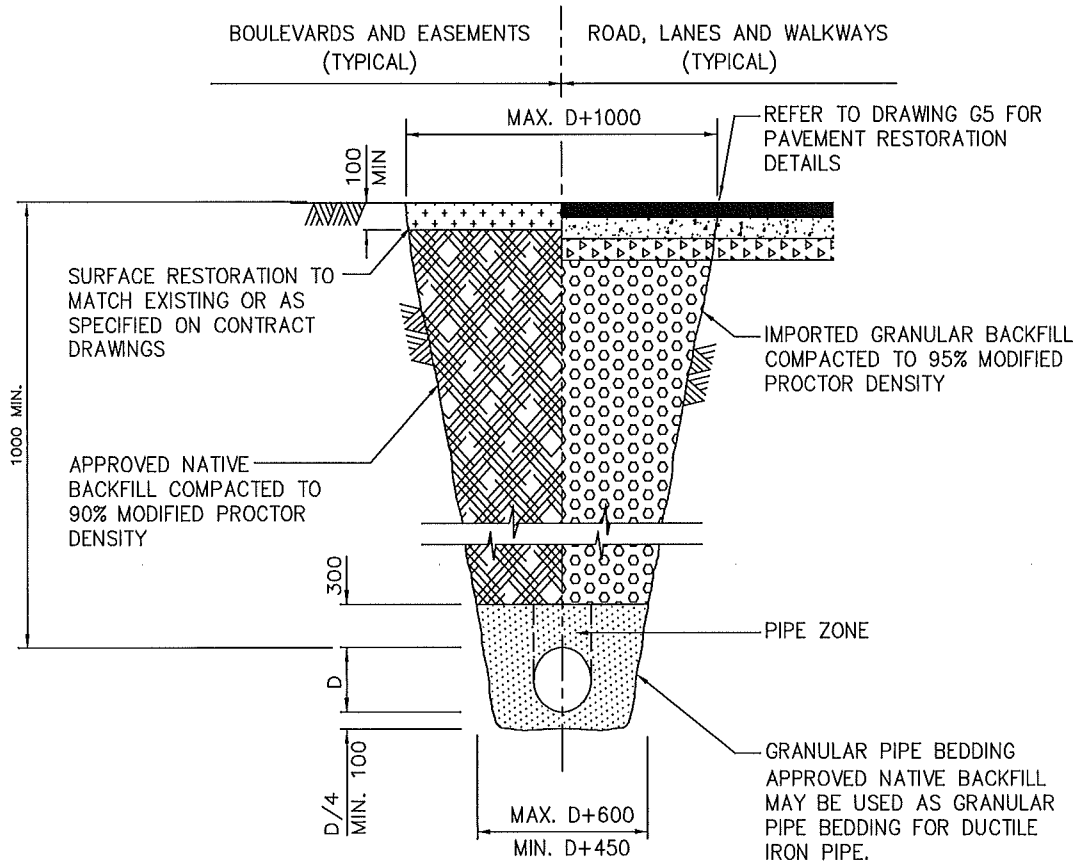
H:\WU\DRAWING\STD-DWGS\MACD\SS-G5

PAVEMENT RESTORATION

SS-G5

REV: JAN.29/01

DATE: OCT.12/01



NOTE: 1. TRENCHING TO COMPLY WITH ALL REQUIREMENTS OF WORKSAFE BC.  
 2. REFER TO CONTRACT DRAWINGS, SECTION 31 23 01 FOR DETAILED SPECIFICATIONS.

NOT TO SCALE

2008

UTILITY TRENCH

DRAWING NUMBER:

**G4**