



**VILLAGE OF BELCARRA
TRAFFIC MANAGEMENT PLAN
APPLICATION FORM**



PART A - INTRODUCTION

What it is: A Traffic Management Plan (TMP), which is a requirement outlined in the Village of Belcarra (VOB) Building and Plumbing Bylaw No, 355, 2003 Amendment Bylaw No. 521, 2018 has been developed with the objective of minimizing local traffic disruption, mitigating impact to neighboring properties, and addressing safety concerns which may arise as a result of construction traffic and parking associated with an active building permit.

When Does It Apply: A Traffic Management Plan (TMP) is mandatory for all new homes or renovation having a value exceeding \$250,000.

Requirements: The contractor, their staff, and sub-contractors are subject to the above noted bylaw at all times. It is the responsibility of the contractor to have the TMP posted on site and available if requested at any time by Village 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 related traffic control related and/or general public inquiries. Also provide (iii) owner contact information.

(i) Contractor: _____
Company: _____
Address: _____
Home/Business Phone: _____ Cell Phone: _____
E-mail: _____

(ii) Alternate Contractor: _____
Company: _____
Address: _____
Home/Business Phone: _____ Cell Phone: _____
E-mail: _____

(iii) Owner: _____
Home/Business Phone: _____ Cell Phone: _____

3. Approximate Construction Schedule:

Start Date (mo/yr) _____/_____/_____ End Date (mo/yr) _____/_____/_____

PART C – TRAFFIC MANAGEMENT PLAN DETAILS

1. **Parking:** The objective of the Village is to maximize on-site parking (particularly 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 (if any) parking spots. Please note that proposed off-site spots must adhere to the VOB Traffic and Parking Bylaw No. 518, 2018 at all times. In particular, do not propose 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, or designated turn-around
 - That conflict with existing Village shrubs, bushes, and tree/root systems (protection shall be provided as per instructions of the Superintendent of Public Works)
 - Within certain distances of intersections, stop signs, hydrants, bus stops, etc. (see VOB Traffic and Parking Bylaw No. 518, 2018). If you propose placing parking spots on shoulders in front of neighbours’ homes, the Village suggests that you make arrangement with those neighbours to minimize potential conflict (these areas are typically subject to a 6 hour maximum parking period, or by permit only). Please refer to the Village of Belcarra Traffic and Parking Bylaw No. 518, 2018 for additional clarification.

2. **Road/Lane Closure:** Please check one of the following options:
 - Road closure will be less than ten minutes.
 - Road closures will be over ten minutes. The Contractor will make application to the Village for any road closure over ten (10) minutes. Road closure requests are required 5 days in advance of closure. (Should an unscheduled closure occur, the site supervisor, or alternate, will immediately notify the Public Works and Emergency Preparedness Supervisor at the Village Office at 604-937-4100.).

Reason for closure(s) if applicable:

The Village of Belcarra is collecting personal information in accordance with Section 26 (c) of the Freedom of Information and Protection of Privacy Act. The personal information collected on this form is collected for the purpose of processing a traffic management plan application and for administration and enforcement purposes. Questions about the collection, use and disclosure of this information can be directed to the Village’s Privacy Officer at the Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email foi@belcarra.ca