

## COVER SHEET – TMP CHECKLIST

This page and the following document outlines the basic requirements of a Traffic Management Plan (TMP) for Construction Projects in the City of North Vancouver, and is provided to development applicants when deemed necessary by the City Engineer or designate.

This page (referred to as the “TMP Checklist”) is initiated by CNV staff, and is provided to the applicant to ensure that the submitted TMP includes all requested components. The TMP Checklist must accompany each complete submission of a Traffic Management Plan (TMP).

<b>PROJECT INFORMATION:</b>	
Date:	
Name of Project:	
Address of Project:	
Developer:	

<b>DATE OF TMP SUBMISSION to CNV*</b>	
1st submission	

\*Note: minimum 10 working days is required for review of TMP by City staff

	COMPONENT	INCLUDED IN SUBMISSION? (Space to be initialed by applicant)
1	Project Details	
2	Construction Schedule and Phasing	
3	Mobility Impact	
4	Community Impact	
5	Work Zone Traffic Control	
6	Communication Plan	
7	Resident parking signage fee	

City of North Vancouver contacts for questions regarding Traffic Management Plan requirements:

Transportation	Carl Ungson <a href="mailto:cungson@cnv.org">cungson@cnv.org</a> or (604) 982-3938
Development Officer	Colleen Perry <a href="mailto:cperry@cnv.org">cperry@cnv.org</a> or (604) 983-7332

# GUIDELINES FOR THE DEVELOPMENT OF TRAFFIC MANAGEMENT PLANS FOR CONSTRUCTION

## 1.0 GENERAL INFORMATION

When deemed necessary by the City Engineer (or designate), a Traffic Management Plan (TMP) must be developed and submitted in advance of construction work. In general, a TMP is required for all projects that could have an impact on:

- **MOBILITY** - including interruptions to pedestrians, cyclists and vehicular traffic; and
- the **COMMUNITY** - including interruptions to surrounding businesses and residents from construction activity and worker parking needs.

The objective of a TMP is to provide safe passage for pedestrians, cyclists and vehicular traffic around a construction site with as little inconvenience and delay as possible and with minimal on-street parking removal. Pedestrians and cyclists are top transportation priorities for the City and efforts should be made to ensure their safety and accommodation during construction projects.

It is strongly recommended that the contractor responsible for the submission of a TMP liaise with a traffic engineering consultant to facilitate the preparation of the report. A TMP will be accepted by the City Engineer (or designate) subject to satisfying the following requirements:

- A) The applicant shall use these guidelines to ensure that all required basic elements are included in the plan.
- B) The level of detail for each basic element will be determined by the City Engineering department and will be based on the complexity of the project and the volume and variety of traffic being affected.
- C) The TMP submission shall include the contractor's name, address and telephone number as well as the name and telephone number of the 24-hour contact person representing the applicant.

The City of North Vancouver's TMP requirements are divided into five sections. A plan that does not include the required information per this document, and/or does not include any additional data requested by the City Engineering department will be deemed incomplete and returned for revision and re-submittal. If, during the course of construction, the traffic management requirements change to reflect unanticipated construction activities, the applicant shall submit an amendment to the TMP. The applicant is required to submit a traffic management plan ten working days in advance of construction works, to provide City staff with adequate time to review the plan and for any revisions required before the plan can be accepted by the City. Failure to meet the minimum acceptable deadlines will result in a delay in issuing street use permits or/and building permit.

The applicant shall ensure that all construction activities are performed in accordance with the City of North Vancouver Street and Traffic Bylaw. Any violation of the Street and Traffic Bylaw provision will be subject to a penalty as detailed in the Bylaw Notice Enforcement Bylaw.

The applicant shall ensure that all construction activities are performed in accordance with the approved Traffic Management Plan. The applicant will be responsible for a resident parking

signage fee to mitigate transportation impacts occurring as a result of construction workers parking on residential streets contrary to the parking arrangement contracts outlined in TMP.

## **2.0 COMPONENTS OF A TMP**

Unless indicated otherwise by CNV staff, the applicant must submit a TMP that covers the five basic components. A detailed description of the five components is provided in Table 1 on the following page.

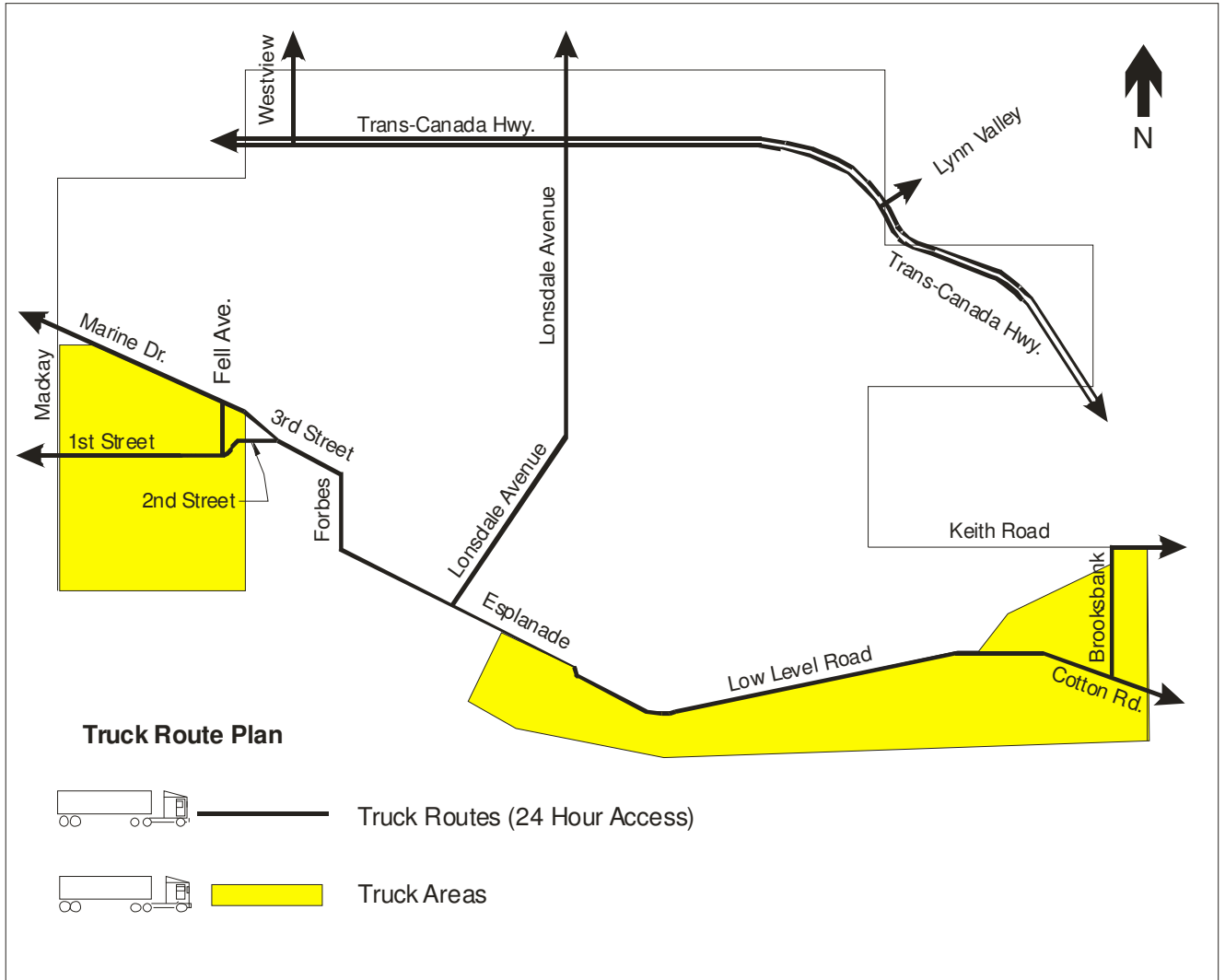
**TABLE 1 - SUMMARY OF THE TRAFFIC MANAGEMENT PLAN REQUIREMENTS**

<p align="center"><b>1,2. Project Details and Schedule</b></p>	<p><b><i>The purpose of this section is to describe the project from demolition to completion.</i></b></p> <ul style="list-style-type: none"> <li>• Describe the work to be performed (in case of multiple phases, describe each phase).</li> <li>• Define scope of area that will be affected by construction activities.</li> <li>• Describe the location and length of the proposed on-street building zone</li> <li>• Provide sequence of construction operations.</li> <li>• Describe when each phase will commence and finish.</li> <li>• Provide duration of work.</li> <li>• Note proposed hours of work activity on the site.</li> <li>• Provide primary contractor’s name, address, phone number as well as the 24-hour contact for the contact person representing the applicant.</li> </ul>
<p align="center"><b>3. Mobility Impact</b></p>	<p><b><i>The purpose of this section is to describe how the project will impact road users, and what measures should be provided to mitigate these impacts.</i></b></p> <ul style="list-style-type: none"> <li>• Describe the impact of construction activities on pedestrians, disabled persons, cyclists, transit service, emergency vehicles, trucks and general purpose traffic.</li> <li>• For each impact identified above, describe the mitigation measure(s) that are proposed to minimize inconvenience and delay.</li> <li>• Include any necessary plans to demonstrate how safety concerns for cyclist and pedestrians will be mitigated with any proposed pedestrian/cycling facilities closure. The North Vancouver Bicycle Plan includes a network of dedicated bicycle routes to encourage cycling. These routes are very important for cyclists and every effort should be made to allow safe passage through construction zones. Refer to City’s web page <a href="http://www.cnv.org/BicycleMasterPlan">www.cnv.org/BicycleMasterPlan</a>. The designated bicycle route map is also Attachment 5.)</li> <li>• For construction activities that require a road closure and require that transit service and/or emergency vehicle service be rerouted, the applicant must provide written approval from the appropriate agencies on the proposed plan and mitigation measures.</li> <li>• Describe the number of truck trips that the site will generate on an hourly and daily basis, for each phase of construction.</li> <li>• Describe the truck route(s) that are proposed to be used to and from the site. Refer to Attachment 1 for the designated truck route map.</li> </ul>
<p align="center"><b>4. Community Impact (Parking)</b></p>	<p><b><i>The purpose of this section is to describe how construction activities will impact parking (loss and/or increased need). The use of on-street parking to accommodate construction site needs is not appropriate, given the associated impact on residents and businesses.</i></b></p> <ul style="list-style-type: none"> <li>• For each phase of construction, provide an estimate of how many construction worker vehicles (personal vehicles) will be generated by site activity.</li> <li>• For each phase of construction, describe how the parking demand will be met.</li> <li>• If parking for construction workers cannot be provided on the project site, alternate strategies must be described in the TMP. Applicant should undertake a review of nearby public parkades and parking lots, private parking lots that may be leased, provision of a vanpool/carpool program for construction workers, shuttle van to off-site parking, etc. TMP must include how the applicant will ensure that construction workers will not impact public street parking. Note that any expense</li> </ul>

<b>TABLE 1 - SUMMARY OF THE TRAFFIC MANAGEMENT PLAN REQUIREMENTS</b>	
	resulting from the parking arrangements will be borne by the applicant.
<b>5. Work Zone Traffic Control Devices</b>	<ul style="list-style-type: none"> <li>• Applicant must prepare a Traffic Control Plan (TCP) drawing. A reference to the manual will not be accepted, please provide a detail map/drawing showing all signage and spacing. The TCP must show applicable pavement markings, vertical signs, delineation devices, channelization devices and traffic control persons. The building zones, site access and wheel wash location should also be shown.</li> <li>• For projects with multiple phases, separate TCPs must be submitted for each distinct phase and it has to include all types of anticipated street closures.</li> <li>• The Traffic Control Plan must be in accordance with the Workers Compensation Board Act – Section 18, the Traffic Control Manual for Work on Roadways – BC Ministry of Highways, and the Canadian Manual of Uniform Traffic Control Devices.</li> </ul>
<b>6. Communication Plan</b>	<p><b><i>The purpose of this section is to illustrate how the applicant will inform stakeholders of anticipated project impacts.</i></b></p> <ul style="list-style-type: none"> <li>• Refer to Attachment 2 for detailed requirements of the Communication Plan</li> </ul>

**ATTACHMENT 1  
DESIGNATED TRUCK ROUTES**

**Source: City of North Vancouver Truck Route Plan, Official Community Plan**



## ATTACHMENT 2 COMMUNICATION PLAN

Section 5 of the Traffic Management Plan requires the applicant to prepare a Communication Plan. Upon approval of the TMP, the Communication Plan will be enacted by the applicant prior to the commencement of construction, at which time project information shall be provided to all stakeholders. Once this notification has been completed, a copy of the notification attached to a signed declaration by the applicant must be submitted to the City's Engineering Development Officer (a template of the notice delivery declaration is provided in Attachment 3 for your convenience).

Subsequent follow-up notices shall be provided to stakeholders at times when site activities require that normal traffic flow is disrupted. Please note that one (1) week's written notice is required prior to any traffic disruption.

The Communication Plan submitted as part of the TMP shall include:

- (1) A list or map describing affected agencies, businesses, residents and property owners that will be contacted and informed about the project.
- (2) A sample letter/notice that will be distributed to stakeholders prior to commencement of construction (a sample letter is provided in Attachment 4 for your convenience).

As per (1) above, the applicant shall notify affected agencies. These agencies may include:

- North Shore Chamber of Commerce – 604-987-4488  
#102-124 West 1st Street, North Vancouver, BC, V7M 3N3  
***(If disruption is adjacent to the businesses i.e.: Lonsdale Avenue, Queensbury Avenue, Marine Drive and Lower Lonsdale Area)***
- Deb Ryan – Vancouver Coastal Health ***(If disruption is in the Lower Lonsdale Area)*** –  
(604) 983-6827  
132 West Esplanade, (6th Floor) North Vancouver, BC, V7M 1A2
- RCMP ***(All disruptions)*** – (604) 985-1311  
Gerry Brewer Building, 147 East 14th Street, North Vancouver, BC, V7L 2N4
- Fire & Rescue ***(All disruptions)*** – (604) 980-5021  
165 East 13th Street, North Vancouver, BC, V7L 2L3
- City Operations Yard ***(All disruptions)*** – (604) 987-7155  
61 Bewicke Ave., North Vancouver, BC, V7M 3B6
- City Hall - Engineering Development Officer ***(All disruptions)***  
141 West 14th Street, North Vancouver, BC, V7M 1H9
- Coast Mountain Bus Company – (604) 988-4105  
***(If disruption is on a Bus Route, the applicant is required to seek comment from Coast Mountain Bus Company on the proposed Traffic Management Plan and its effect on the bus service)***

**ATTACHMENT 3  
DECLARATION OF NOTICE DELIVERY**

Project:

Copies of the attached notice were delivered on (date) to the stakeholders identified in the Communication Plan. I have provided all the appropriate businesses, residents, property owners and agencies with at least 7 days notice.

\_\_\_\_\_,  
Applicant's signature

\_\_\_\_\_  
Date



**ATTACHMENT 4**  
**SAMPLE NOTICE TO RESIDENTS AND BUSINESS OPERATORS**

**Temporary Street Closure/Building Zone**  
**Location**  
**Time and Dates**

Date

Dear Residents and Business Operators:

We regret that we must close <> Street between <> & <>.

The closure is necessary to install/repair the <underground utilities, road, sidewalk, landscaping, lighting etc.> adjacent to the <Address>.

The closure will be required during week day business hours from <> to <>.

During construction there will be traffic diversions, parking restrictions and road closures. The actual work site will be kept as compact and tidy as reasonably possible. The workers will cooperate with the businesses to try and minimize the impact the work will have on day-to-day business operations.

We apologize for any inconvenience the work may cause and thank you for your understanding and cooperation. Please contact the undersigned at <> or by e-mail at <> if you would like to discuss this matter in further detail.

Please also refer to the City's web site at [www.cnv.org/construction](http://www.cnv.org/construction) for construction updates.

Yours truly,

<Applicant>

cc: North Shore Chamber of Commerce  
Vancouver Coastal Health  
RCMP  
Fire and Rescue  
City Operations Yard  
City Hall – Engineering Development Officer  
Coast Mountain Bus Company