



CITY OF DAWSON CREEK

SUBMITTAL CHECKLIST

RIGHT OF WAY DISTURBANCE PACKAGE

To perform work within a City Right of Way the Prime Contractor must have the following documents and credentials submitted to the City of Dawson Creek Engineering Department PRIOR to the work taking place:

(Use this as a checklist)

- ☐ A completed Right of Way Disturbance Permit (attached in this package).
- ☐ Written confirmation of the traffic control procedures that will be in place, or a completed traffic control plan (attached in this package).
- ☐ A current letter of account indicating that the Prime Contractor is in compliance with the applicable requirements of WorkSafe BC.
- ☐ A copy of the Prime Contractor's insurance with the City as an additional insured, a liability of no less than \$5 Million, and a thirty day notice of cancellation clause.
- ☐ A letter from the Prime Contractor outlining in detail the remediation efforts that will be made until the road can be repaired permanently.

RIGHT OF WAY DISTURBANCE PERMIT

DATE OF PERMIT _____

PROJECT START DATE _____

PROJECT COMPLETION DATE _____

**PROPOSED WORK
AREA**

**PROPOSED WORK
DESCRIPTION**

CONTRACTOR

**CONTRACTOR'S
PHONE NUMBER**

**CONTRACTOR'S
MAILING ADDRESS**

**WORK BEING
PERFORMED FOR**

ESTIMATED COST FOR REHABILITATION OF DISTURBED AREAS \$ _____
(INCLUDES ASPHALT, CONCRETE, LANDSCAPING, ETC.)

By signing below I agree to perform the works in accordance with Schedule A, attached.

CONTRACTOR'S SIGNATURE

PRINTED NAME

This form is to assist project supervisors / traffic control supervisors in assessing the factors relating to traffic control and develop traffic control plans appropriate to the site. The intent of traffic control is to clearly direct and control the flow of traffic with as little interruption to the normal flow as possible. Misuse, lack of, or over use of traffic control devices can increase the traffic hazards to workers on this and future work sites. *Any sign not necessary must be turned or removed as soon as possible.*

For all temporary road closures, you must notify the Fire Hall (782-9898), RCMP (784-3700), Ambulance, (782-9768), BC Transit (782-4636), and School District Bus Garage (250-782-2106).

PLAN DATE _____	PROJECT START DATE _____
	PROJECT COMPLETION DATE _____
EXACT SITE LOCATION _____	
TEMPORARY ROAD CLOSURE REQUIRED? _____	LENGTH OF TEMPORARY ROAD CLOSURE _____
PROJECT SUPERVISOR _____	TRAFFIC CONTROL SUPERVISOR _____
PRIME CONTRACTOR _____	COMPANY DEVELOPING PLAN _____

SITE FACTORS (RISK ASSESSMENT)

CONSIDER: <u>Road Alignment</u> winding, straight, hilly, banked, etc. <u>Road Type</u> number of lanes, residential, commercial, industrial <u>Sight Distance</u> signs, trees, buildings & other obstructions <u>Site Length</u> total length and active length <u>Regulated Speed</u> <u>Traffic Volumes</u> <u>Residential Areas</u> driveways, school buses, schools, etc. <u>Weather Conditions</u> clear, icy, wet, foggy, limited visibility, etc.	

PROCEDURAL FACTORS (RISK ASSESSMENT)

CONSIDER: ○ Work on roadway ○ Work off roadway ○ Site access/egress ○ Amount of site activity ○ Changes of activity as project progresses ○ Hours of work: day / night ○ Traffic control during off hours ○ Emergency vehicle access ○ Equipment access ○ Number of different traffic control ○ setups: macro plans & micro plans	

TRAFFIC PLAN

Traffic Control Hierarchy

When deciding on traffic control, traffic control devices such as signs, barricades, delineators, flashing arrow boards, changeable message signs, cones and other methods should be considered before using Traffic Control Persons.

TRAFFIC PLAN

CONSIDER:

- Traffic control supervisor
- Site/procedural factors
- Types of traffic control devices
- Spacing of devices
- Advanced warning area
- Transition area
- Buffer area
- Work area
- Termination area
- Delineation during off hours
- Moving signs
- Turning/removing signs
- Checking devices
- Traffic Control Persons:
Location, Qualifications, Hours
of Work, Communication,
Relief, Site Instructions, Traffic
Control Supervisor

SITE DIAGRAM (Attach additional pages if needed): Show all site factors affecting traffic control, traffic control devices, spacing, etc.

TRAFFIC CONTROL PLAN DEVELOPED BY

Name _____ Agency _____ Signature _____

SCHEDULE A

The following are shortened interpretations of the most relevant clauses from the Traffic Bylaw No. 4289, 2016. Please review the entire bylaw before commencing work.

Bylaw Reference	Interpretation
General	
3.1.k	Damage must not be caused by dragging or skidding anything on any highway surface.
3.1.p	Water from constructed or maintained ditches must not damage the highway.
3.1.s	Materials or goods must be secured while the vehicle is in motion, and anything that has fallen off must be promptly removed from the highway.
5.2.b	Trees, grass, plants, fences, signs or other things erected by the municipality must not be damaged or removed without permission from the City.
5.2.c	The flow of water on any highway or through any drain, sewer, or culvert must not be stopped or obstructed without permission from the City.
5.2.d	Structures such as loading platforms, skids, rails, mechanical devices, buildings, signs or sea cans must not be constructed or placed upon a highway without permission from the City.
5.2.e	Ditches that cause damage, injury or a nuisance must not be constructed or maintained without permission from the City.
5.2.f	Highways must not be defaced or marked without permission from the City.
5.2.g	Signs or guideposts must not be erected, maintained, altered, or removed without permission from the City.
5.2.h	Boulevards, curbs, ditches, or sidewalks must not be constructed without permission from the City.
6.2	If required by the City, a sum of money or an irrevocable Letter of Credit must be deposited with the City if amount of work is greater than Five Hundred (\$500.00) Dollars.
7.1.a	All work must be carried out to the satisfaction of the City.
7.1.e	The permit does not give the contractor any right, title, or interest to the land.
7.1.g	The completed work becomes the property of the City and must not be modified or removed without further permission from the City.
7.2.q	Permitted work hours are between 7:00 am and 10:00 pm Monday through Saturday without permission. If in the City's opinion the safety or convenience of the public requires that an excavation be performed as an emergency, the City may order the Contractor to employ crews to work 24 hours per day so work may be completed as soon as possible. Work in or around excavations on major thoroughfares may be prohibited during certain hours of the day and temporary means of conducting traffic by or over work areas may be required during peak traffic periods.
7.2.x	The City must be notified upon completion of any works so that final approval of the works may be given.
9.10.c	The City may amend or rescind any permit if any vehicle is causing injury or damage to the highway, the operation is not in the interests of the public, or the operation is contrary to the issued permit.
10.7	Contravention of the Traffic bylaw may result in a fine of not more than \$10,000.00 and not less than \$100.00 for each offence.

7.2.r	The City may attach other conditions such as, but not limited to: (i) Limitations of the period of the year in which the work may be performed. (ii) Restrictions as to the size and type of equipment. (iii) Designation of routes upon which materials may be transported. (iv) The place and manner of disposal of excavated materials. (v) Requirements as to the laying of dust, the cleaning of streets, the prevention of noise and other operations offensive or injurious to the neighbourhood or the general public. (vi) Regulations as to the use of streets in the course of the work.
Contractor Responsibilities	
6.3	If the contractor fails to fulfil the obligations within the specified time, the City may do the repairs or fulfil the obligations using the deposited monies or Letter of Credit. If the deposited money or Letter of Credit is insufficient the contractor must pay the balance. If there are left over funds the balance will be paid back to the contractor, less an administration charge of Twenty-five (\$25.00) Dollars.
6.4	Plans and/or specifications must be submitted in triplicate, and all work must conform to the plans submitted.
6.6	The contractor must carry personal injury and property damage insurance for at least Five Million (5,000,000) Dollars and the City must be named as an additional insured.
6.7	The contractor must be able to prove that all materials, labour, and equipment needed are available.
6.8	Asbuilt drawings must be submitted to City before the return or refund of the deposit or security.
7.1.b	The contractor must give the City at least 2 clear working days' notice before starting work.
7.1.c	All work must be kept available to be inspected by the City.
7.2.v	All inspection costs are the responsibility of the contractor. If the City feels a full time inspector is necessary this cost will be borne by the contractor.
7.2.y	All accepted or approved work is subject to a 12 month warranty period. Any incomplete or defective work will be corrected by the contractor or by City forces at the expense of the contractor.
9.10.e	The contractor is responsible for all damage and injury to any person and for any loss or damage to private or City property.
Safety	
3.1.d	Excavation or other obstructions must not be left on a highway without sufficient fencing, barricades and warning lights.
6.5	Barricades, lights and other safety devices must be provided to protect the public when the work is on or in a highway.
7.1.d	The contractor is solely responsible for any accident that may occur or damage that may be done to any person or property whatsoever caused directly or indirectly by these works, and shall save harmless and keep indemnified the City from all claims and demands whatsoever in respect of these works and such work. The amount of such indemnity will be determined on a per incident basis.
7.2.n	All barricades and barriers must meet the requirements of the City. Warning lights must be used from sunset to sunrise and be visible from 180m (600 ft). Flagmen may also be required.
7.2.p	All trench and tunnel excavations and construction must conform to the safety requirements for shoring, bracing, cribbing, ladders, etc. in excavations, in accordance with the Accident Prevention Regulations of the Workers' Compensation Board of British Columbia.
8.2.c	The City may require signs to be placed indicating that men and equipment are working upon the highway.

Cutting the Surface

7.2.o	<ul style="list-style-type: none"> (i) An approved method of cutting of asphalt surfaces ahead of excavations may be required in order to confine pavement damage to the limits of the trench. (ii) Any excavations proceeding through concrete areas shall have saw cut trench cuts unless saw cutting is not practicable. (iii) Sections of sidewalks shall be removed to the nearest score line or saw cut edge. (iv) Unstable pavement shall be removed over cave-ins and over-breaks and the subgrade shall be treated as the main trench. (v) Pavement edges shall be trimmed to a vertical face and neatly aligned with the centre line of the trench. (vi) Cutouts outside of the trench lines must be normal or parallel to the trench line. (vii) Boring or other methods to prevent cutting of new pavement may be required by the City. (viii) The Contractor is not required to repair existing damage unless his cut results in floating sections that may be unstable, in which case the Contractor must remove and pave the area.
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Excavation

5.2.a	Contractors must have permission from the City prior to digging or breaking up, removing any part or excavating in or under any highway.
7.2.a	<p>To Accommodate traffic:</p> <ul style="list-style-type: none"> • The excavation must not extend past the centreline. Safe crossings for pedestrians must be maintained. • If the excavation must be across the street or sidewalk, one safe crossing must be maintained for vehicles and pedestrians. <p>If sidewalks must be used to stockpile excavated material due to a narrow road, one half of the sidewalk width must kept clear and be maintained at all times.</p>
7.2.b	No more than 80 metres (250 feet) measured longitudinally shall be opened in any street at any one time.
7.2.c	All utilities must be exposed before excavation to avoid damage.
7.2.d	If any utilities need to be moved, they must be moved by the utility owner at the cost of the contractor.
7.2.e	All utilities must be protected and supported during excavation.
7.2.f	If any utilities are damaged, they must be repaired by the utility owner at the cost of the contractor.
7.2.g	Monuments must not be moved or disturbed without permission from the City.
7.2.h	All gutters must be kept free for the depth of the curb and for at least 300mm (1 ft) from the curb. The contractor is responsible for all surplus water, silt, or other run-off.
7.2.i	All roads must be kept clean of all rubbish, excess earth and other debris. All cleaning costs are at the expense of the contractor and must be done to the satisfaction of the City. The contractor may be ordered to clean the road. Failure to do so may result in the work being done by the city at the expense of the contractor.
7.2.j	Access to driveways and lanes shall be provided at all times, except when construction operations prohibit accesses during normal working hours. Immediately prior to closure of any private driveway or loading area, the residents so affected by the closure shall be notified in order that vehicles may be removed if necessary.
7.2.k	When contractors have to trench through lawn area, the trench must be backfilled and sod or hydraulic mulch seed be laid. Trees or shrubs must not be removed from any boulevard area without permission.
7.2.l	All material excavated from trenches must be maintained safely to cause as little inconvenience as possible to road users and as not to endanger pedestrians or other road users. In narrow areas the contractor may be required to provide toe boards, pins, temporary wooden planks, or haul the material to a storage or disposal site.

7.2.m	<p>The contractor must take appropriate measures to ensure traffic conditions are as near to normal as possible.</p> <p>Written permission is required for all street and lane closures. Notification is required to fire, ambulance, police, BC Transit and the general public prior to a road closure.</p>
Restoring the Surface	
7.2.s	<p>Excavations within existing roadways or under existing curb and gutter and sidewalks must be backfilled to top of existing asphalt with a non-shrink fill, such as fillcrete. Then it is to be capped with an asphalt patch which must be a smooth transition with the existing road surface.</p> <p>Excavations not within existing roadways must be backfilled with a fine material that is free from lumps, stones and frozen material and must be compacted around and under the substructure. Above this, the material used shall be consistent with the type of soil involved. Broken pavement, large stones, roots, and other debris must not be used in the backfill. The backfill must be done in a manner that will permit the restoration of the surface to a condition equivalent to that in which it was prior to excavation.</p>
7.2.t	<p>Permanent resurfacing of the excavation may be made where the type of consolidation used in replacing the backfill is adequate. In the opinion of the City, and to prevent settling temporary resurfacing will be provided.</p> <p>The top surface of the backfill must be covered in 2.54 cm (1 in) of asphalt. The transition between the temporary material and the existing surface must be smooth and safe for pedestrians and vehicles. The contractor must maintain the temporary paving in a safe condition until it has been resurfaced with permanent paving.</p>
7.2.u	<p>Where paved surfaces adjacent to the excavation are damaged or there are multiple trenches (exceeding 15% of the total pavement surfacing between curbs in a block), the City may negotiate with the contractor to resurface the entire roadway in place of patching the trench.</p>
7.2.w	<p>All surface restoration must be in accordance with "<u>City of Dawson Creek Construction Specifications - Roads</u>" which is available in the Engineering Department.</p>