

Preparing a Traffic Management Plan

Determine Project Category

- Complete the Project Category Assessment
- Consider the entire footprint of the project including the work zone, staging/laydown areas and contractor parking when determining the project category.

Develop a Traffic Management Plan (TMP)

- TMPs must be submitted with your application for a Street Occupancy Permit.
- TMPs must incorporate BC Traffic Management Manual for Work on Roadways fundamentals.
- TMPs need to address the movement of vehicles, pedestrians, transit and cyclists. They do not have to be done to scale, but should be reasonably accurate proportionally.
- City Staff may require additional traffic control measures to provide final permit approval.

Things to Remember when Creating your Application

Work Hours

Road work in New Westminster must follow the regulations laid out in the **Construction Noise Bylaw No.6063, 1992**. Regulations vary depending on the day of the week:

- Weekdays – construction noise permitted from 7am-8pm
- Saturdays – construction noise permitted 9am-6pm
- Sundays and Statutory holidays – No construction noise permitted
- If looking to conduct work outside these hours, applicants need to obtain a noise bylaw variance from City Council with the assistance of City staff.
 - o This process can be impacted by Council meeting schedule
 - o Allow for an additional 4-week (min.) lead time on permit approval
- Work on Major Roads is required to be completed between 9am-3pm
- For construction work near schools, applicants are required to pause all work and fully reopen the roads and sidewalks during pick up and drop off hours or complete work in between



Pedestrian and Bicycle Provisions

- Please consult the [Construction Work Zone Traffic Control Guidelines for Pedestrians and Cyclists](#).
- If sidewalks or bike lanes need to be closed, you must arrange for temporary facilities consistent with those present in the existing facility.
- You must also provide temporary curb ramps and other accessibility features consistent with any that need to be closed.
- Generally prefer applicants maintain as much access as possible.
 - o Full detours are acceptable as a last resort.

Reasons that may Impact your Start Date

- Complex or long-duration closure requests
- Installation of No Parking signs and hooding of parking meters by City crews
- Planning bus detours and installing temporary bus stop infrastructure by Coast Mountain Bus Company. CMBC Special Events require a min. 72 hours notice for all requests.
- Providing advance notice to the public. At least 2 weeks notice is required for major road impacts and 1 week for all other impacts.
- Need for a noise variance permit. Allow 4-6 weeks to obtain a noise variance from Council.
- Work zone conflicts with other nearby approved work
- Missing or incorrect documentation

No Stopping Signs

- The City requires 5 business days to install temporary “no stopping” signs.
- All parking regulations signs must be installed 72 hours in advance to be enforceable.

The Street Occupancy Permit Program is operated under the City of New Westminster Streets and Traffic Bylaw No.7664, 2015 (Section 5.7-5.14)