

## Traffic Accommodation Plan

Prior to any work being done within a municipal right-of-way, the Owner must obtain approvals from the Municipality in accordance with the requirements for a Utility Installation and Street Occupation Permit. For more details visit the RMWB website.

**Traffic Disruption:** All construction related operations on or near a public roadway shall be conducted to cause the least interruption to traffic.

**Detours:** Public safety is of the utmost importance and an acceptable Traffic Accommodation Plan must include provisions outlining safe vehicular passage and pedestrian movement.

**Signage:** The Owner must provide, erect, and maintain all signs, barricades, etc. to the satisfaction of the Municipality.

### STEP 1

#### SUBMIT AN APPLICATION

- Apply online on the RMWB website through E-permitting portal
  - Create an account or sign in at <https://acaprod.rmwb.ca/citizenaccessprod/Default.aspx>
- Apply in person at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.
  - You can contact by phone at 780-743-7000 or by email at [permit.inquiries@rmwb.ca](mailto:permit.inquiries@rmwb.ca)
  - After hours: contact the Pulse at 780-743-7000 or toll-free at 1-800-973-9663
  - Conversely download permit application forms under Engineering and Infrastructure Development at <https://www.rmwb.ca/en/permits-and-development/applications-licences-and-permits.aspx>
- Fill out all the applicable information and payment is due and payable at the time of application
  - Attach all required documentation
    - Have a map showing the location of work, approved project drawings, specifications and if requires a Traffic Accommodation Plan following the RMWB's Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual or designed by a trained individual.

### STEP 2

#### REVIEW

- The Traffic Accommodation permit is reviewed internally within 5 working days.
- All information and attachments provided by the applicant will be carefully reviewed for compliance.
- The applicant will be contacted if additional information is required.

### STEP 3

#### DECISION

- **APPROVED**
  - The applicant will receive an auto generated email, confirming permit has been approved. To access the permit, login to download the permit.
- **NOT APPROVED**
  - The applicant will receive an auto generated email or phone call with recommendations/comments.
  - If the applicant addresses recommendations/comments, so back to review stage.

### STEP 4

#### CARRY OUT WORK

- Applicant is approved to carry out work as per the endorsed permit.
- When works is complete, an engineering technician may conduct a site inspection during or when work is done for compliance.

### STEP 5

#### PERMIT EXTENSION (OPTIONAL)

- Permit extension can be requested by email to [Engineering.Requests@rmwb.ca](mailto:Engineering.Requests@rmwb.ca)
- Sign in, upload supporting documents and contact us by email to schedule proposed extension date

## Traffic Accommodation Plan

**Check the corresponding permit number to which this Traffic Accommodation Plan (TAP) is linked to:**

|  |  |
|--|--|
| <input type="checkbox"/> Demolition Development Permit # _____ | <input type="checkbox"/> Clearing and Grading Permit # _____                   |
| <input type="checkbox"/> Special Event Permit # _____          | <input type="checkbox"/> Utility Installation/Street Occupation Permit # _____ |
| <input type="checkbox"/> Service Connection Permit # _____     | <input type="checkbox"/> Utility Line Assignment Permit # _____                |
| <input type="checkbox"/> Boulevard Crossing Permit # _____     | <input type="checkbox"/> Development Permit # _____                            |

|                          |   |
|--------------------------|---|
| <b>Applicant:</b> _____  | <b>Development Owner:</b> _____             |
| City: _____              | Prov: _____ Postal Code: _____ Phone: _____ |
| Alt Phone: _____         | Email Address: _____                        |
| <b>Contractor:</b> _____ | RMWB Project Manager: _____                 |
| Address: _____           | City: _____ Postal Code: _____ Phone: _____ |
| Email Address: _____     | Alt. Phone: _____                           |

**Detailed description of work:**

**Attach all corresponding documents.**

Street Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Roadway
  Boulevard/Parkland
  Median
  Sidewalk/Walkway
  Curb & Gutter
  Trees & Shrubs

Other: \_\_\_\_\_

Date of Commencement (M/D/Y): \_\_\_\_\_

Require Road/Sidewalk Closure:  Yes  No

Date of Completion (M/D/Y): \_\_\_\_\_

If yes, will it be:  Full  Partial

Starting Location: \_\_\_\_\_

End Location: \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_  
(Roads Maintenance Branch PW)

**Date:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_  
(Engineer/Technician)

**Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_  
(Manager, Development | Engineering)

**Date Approved:** \_\_\_\_\_

Comments: