

# WORK NOTIFICATION/LANE CLOSURE REQUEST AND APPROVAL

**NOTE: This form is to be submitted five (5) working days prior to the work being scheduled.**

To \_\_\_\_\_ Telephone \_\_\_\_\_  
District Highways Manager District Office Fax \_\_\_\_\_

From \_\_\_\_\_ Telephone \_\_\_\_\_  
(Organization) (Contact Person) Fax \_\_\_\_\_

I request approval to **work** within the Ministry right-of-way (check as may boxes below as required):  
 North Bound  South Bound  East Bound  West Bound

I request approval to **close** the Ministry right-of-way indicated below (check as may boxes below as required):  
 North Bound  South Bound  East Bound  West Bound

Indicate all lanes affected:  Right Turn Lane  Middle Lane  Left Turn Lane  Work on Shoulder  
 Curb/Outside Lane  Centre/Inside Lane  All Lanes  No Lane Closure

on \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
(Highway Name) (Landmark) (Landmark)  
from \_\_\_\_\_  a.m./  p.m. to \_\_\_\_\_  a.m./  p.m. on the following dates (yyyy/mm/dd) 20 / /  
to 20 / / ; for the purpose of constructing the following works: \_\_\_\_\_

In the above noted direction, the highway is  one (1) /  two (2) /  three (3) lanes wide and  
 zero (0) /  one (1) /  two (2) lanes of traffic will be maintained in the same directions as the closure.

**PLEASE ATTACH THE FOLLOWING:**

- a) Traffic control diagram figure number \_\_\_\_\_ as per "Traffic Control Manual for Work on Roadways";
- b) A detailed Traffic Management Plan (format available at the District Highways Office)

**APPROVAL SECTION**

Request denied  Request approved as submitted  Request approved with the following changes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- This approval is granted subject to traffic queues being monitored continuously by the Ministry or Project Representative while lane closure or traffic diversions are under way. Delays are not to exceed \_\_\_\_\_ minutes over the normal travel time.
- This approval is granted subject to traffic queues being monitored continuously by the Ministry or Project Representative while lane closure or traffic diversions are under way. Standards will be set as to what delays are acceptable to the public in the Traffic Management Plan and then work will commence once these limits have been reached and the Traffic Management Plan will be adjusted and re-approved accordingly.

**THIS MINISTRY'S PROVINCIAL HIGHWAYS CONDITION CENTRE, (604) 660-9770, MUST BE CONTACTED AS FOLLOWS:**

- 24 HOURS PRIOR TO A LANE CLOSURE INSTALLED BEFORE 7:00 A.M.
- BY 6:00 A.M. THE DAY OF THE CLOSURE FOR A LANE CLOSURE INSTALLED AFTER 7:00 A.M.
- UPON REMOVAL OF THE CLOSURE
- THIS APPROVAL MUST BE KEPT ON HAND AT THE WORK SITE.

\_\_\_\_\_  
District Highways Manager (or Designate) Date (yyyy/mm/dd)