

Special Event Temporary Traffic Control Request Form



Municipal Works Department
City of Medicine Hat
188 Kipling Street SE
Medicine Hat, AB T1A 1Y3
Phone (403)529-8177
TrafficAccom@medicinehat.ca

APPLICANT INFORMATION
Contact Name:
Event/ Organization Name:
Event Name:
Mailing Address:
City, Province:
Postal Code:
Office Phone:
Cell Phone:
E-mail:
Submission Date:

SPECIAL EVENT INFORMATION	
Special Event Location:	
Scope of Special Event:	
Event Start Date:	Event Start Time:
Event End Date:	Event End Time:
Setup Date:	Setup Time:
Take Down Date:	Take Down Time:

EVENT CHECK LIST (Required)		
TTC Drawing Attached? - Standard Drawing/ Custom Drawing	Yes	No
Location Map Attached?	Yes	No
Sidewalk Closure Required? - If yes, show on map how pedestrians will be re-routed	Yes	No
Will Road Closure Impact Parking? Do No Parking Signs Need to Be Setup? - If yes, No Parking signs must be setup 24 hours prior to event starting	Yes	No
Are Message Boards Required? - If yes, show on map/ drawing of location(s)	Yes	No

Special Events

Temporary Traffic Control Request Form

ADDITIONAL SPECIAL EVENT INFORMATION

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MUNICIPAL WORKS DEPARTMENT COMMENTS (Department Use Only)

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MUNICIPAL WORKS DEPARTMENT APPROVAL (Department Use Only)

Reviewed By:	Signature:	Date Reviewed:
Reviewed By:	Signature:	Date Reviewed:
Approved By: SANDEEP PAREEK, ACTING DIRECTOR – MUNICIPAL WORK	Signature:	Date Approved:

CITY DEPARTMENT CONTACT INFORMATION

Fire Services	(403)529-8282 fireprevention@medicinehat.ca
Police Services	(403)529-8481 mhps@mhps.ca
Medicine Hat Transit	(403)529-8214 mhtransit@medicinehat.ca