

City of Prince Albert Statement of <b>POLICY</b> and <b>PROCEDURE</b>			
Department:	Public Works	Policy No.	<b>18.3</b>
Section:	Transportation	Issued:	June 16, 2008
Subject:	<b>Over Dimension Loads Policy</b>	Effective:	October 1, 2018
Council Resolution # and Date:	Council Resolution No. 0438 of October 1, 2018	Page:	1 of 19
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Issued by:	Keri Sapsford, Transportation and Traffic Manager	Dated:	March 24, 2014
Approved by:	Wes Hicks, Director of Public Works		

## 1. **POLICY**

1.1. It is the responsibility of the owner of any vehicle that exceeds the dimensions or weights set out in Traffic Bylaw #1 of 2013 to obtain any permits required to travel within City Limits

1.2. A Moving permit is required when vehicle exceeds the limits below

1.2.1. All loaded vehicles must obtain a permit when they exceed the dimension listed below

1.2.1.1. **Width** = 2.6 meters

1.2.1.2. **Height** – 4.15 meters measured from the road surface

1.2.1.3. **Length**

- 12.5 meters for a truck or single vehicle
- 16.2 meters for a semi-trailer or full trailer
- 20 meters for a box length on an A or C train
- 20 meters for the box length on a B Train
- 23 meters for a tractor and a semi-trailer
- 25 meters for a tractor and an A, B, or C train
- 23 meters for any other combination of vehicles

1.2.1.4. **Weight** – As per Schedule 51 attached to this Policy

- 1.2.1.4.1. the gross vehicle weight temporarily prescribed by the Director of Public Works as described by plans filed in the department of the Director of Public Works and

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indicated by signage on the street affected or the axle weights temporarily prescribed by the Director of Public Works as described by plans filed in the department of the Director of Public Works and indicated by signage on the street affected

### 1.3. Permits Required

- 1.3.1. A City of Prince Albert **Moving Permit** is required for any vehicle or a combination of attached vehicles with any dimensions greater than detailed in the City of Prince Albert Traffic Bylaw No. 1. of 2013. Moving permits are required for each vehicle and are not transferable
- 1.3.2. In addition to a moving permit, Buildings moving into or out of the City will also require a **Building Moving permit**
- 1.3.3. In addition to a moving permit if, vehicles over a height of 18', over a width of 22' and/or over the weight specified in Schedule 51 will also require an **Oversized Moving permit**.

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#### **1.4. Permit Fees**

1.4.1. **Moving Permit / Annual Moving Permit – Free**

1.4.2. **Building Moving Permit, Oversized Moving Permit - \$20/ load**  
(Same loads can be issued on one permit)

1.4.3. **Oversized Annual Permit - \$20 annually.** Only applies to loads that occur on a regular schedule within the loaded dimensions listed on the permit. Will only apply to loads that have been approved to travel through the City that are over length.

#### **1.5. Permit Conditions**

1.5.1. General Restrictions

1.5.1.1. The following times are restricted for travel for any permitted load travelling through the municipality of Prince Albert on weekdays

7:30 am - 9:30am

11:30am - 1:30pm

4:30pm - 6:30pm

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1.5.1.2. It is the responsibility of the permit holder to obtain permission from Carlton Trail Railway, SaskTel, SaskPower, or any other authority having jurisdiction with respect to an overhead structure or other impediment

1.5.1.3. It is the responsibility of the permit holder to obtain necessary permits and/or permission from the Department of Highways or any other authority having jurisdiction with respect to Roadways travelled

1.5.1.4. This permit is not valid for travel on any municipal road or provincial highway which an order of the Director of Public Works or Ministry of Highways has restricted the weight to less than normal loads

1.5.1.5. Travel for overweight and over dimension loads are subject to any restrictions caused by structures or construction on public roadways

#### 1.5.2. Width Restrictions

1.5.2.1. Greater than 2.6m (8.53')

1.5.2.1.1. Require a permit to travel through the City

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1.5.2.1.2. Must travel along the heavy vehicle route and shall only deviate from the Heavy vehicle route when the most direct route on the arterial road network from the heavy vehicle route and on any other city streets in the neighbourhood from the arterial road network to its destination be taken as to avoid unnecessary traversing of City Streets

1.5.2.1.3. Red flags required on the extremities of the load that overhang the sides or rear of the vehicle

1.5.2.2. Greater than 3.05m

1.5.2.2.1. Must have a D sign, Wide load sign or oversize load sign located at the front and rear of the vehicle

1.5.2.2.2. If operated between sunset and sunrise, must have a lamp that illuminates the sign at the rear of the vehicle or is equipped with an amber beacon mounted at the center of the rear of the vehicle with the D sign, Wide Load sign or oversize load sign

1.5.2.3. Greater than 3.3 m

1.5.2.3.1. Require an flashing or rotating amber beacon that is visible for 200m

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#### 1.5.2.4. Greater than 5.0m

1.5.2.4.1. Trail Vehicle required at the rear of the loaded vehicle

#### 1.5.2.5. Greater than 6.7m (22')

1.5.2.5.1. Must only travel along the heavy vehicle route and must not travel over the bridge or on any roadway not designated as a Heavy vehicle route except with written permission from the Transportation Manager or Director of Public Works

#### 1.5.2.6. Greater than 9.1 m (30')

1.5.2.6.1. Must obtain written permission from the Transportation Manager or Director of Public Works to travel through the City of Prince Albert.

### 1.5.3. Height Restrictions

#### 1.5.3.1. Greater than 4.15m (13.5')

1.5.3.1.1. Require a permit to travel through the City

1.5.3.1.2. Must travel along the heavy vehicle route and shall only deviate from the Heavy vehicle route when the most direct route on the arterial road network from the

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heavy vehicle route is taken, and on any other city streets in the neighborhood from the arterial road network to its destination be taken as to avoid unnecessary traversing of City Streets

#### 1.5.3.2. Greater than 5.5m (18')

1.5.3.2.1. Must provide a drawing of load to the Public Works Department so that it may be determined whether the load will fit under overhead traffic lights

1.5.3.2.2. May only travel on City of Prince Albert roadways with the written permission of the Director of Public Works or Transportation Manager.

#### 1.5.4. Length Restrictions

1.5.4.1. If Length dictates the need for a permit the following applies

1.5.4.1.1. Must travel along the heavy vehicle route and shall only deviate from the Heavy vehicle route when the most direct route on the arterial road network from the heavy vehicle route is taken, and on any other city streets in the neighborhood from the arterial road network to its destination be taken as to avoid unnecessary traversing of City Streets

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1.5.4.1.2. Must obtain written permission from the Transportation Manager or Director of Public Works to travel through the City of Prince Albert.

1.5.4.2. If Length exceeds 25m

1.5.4.2.1. A vehicle is required to display a D sign at the rear of the load.

1.5.4.2.2. If operated between sunset and sunrise, must have a lamp that illuminates the sign at the rear of the vehicle or is equipped with an amber beacon mounted at the center of the rear of the vehicle with the D sign.

1.5.4.3. If length exceeds 27.5m

1.5.4.3.1. Must display a minimum of one flashing or rotating amber beacon on the cab of the truck or tractor that is visible for 300m to traffic approaching from all directions. If the beacon is not visible to traffic approaching from the rear, then a flashing or rotating amber beacon must be mounted on the rear, centred in the middle of the load or vehicle.

1.5.4.4. If Length exceeds 30m



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1.5.4.4.1. Must display D signs at the front and rear of the vehicle

1.5.4.5. If length exceeds 38m

1.5.4.5.1. A loaded vehicle exceeding 38m requires one escort vehicle; placed at the rear of the load.

1.5.4.5.2. A loaded vehicle exceeding 42m is prohibited from travel on any roadway within the City limits.

1.5.5. Weight Restrictions

1.5.5.1. Weight or Carries on any axle or wheel thereof a gross weight in excess of the lesser of the gross or axle weight described in Schedule 51 of the Traffic Bylaw

1.5.5.1.1. Require a permit to travel through the City

1.5.5.1.2. Must travel along the heavy vehicle route and shall only deviate from the Heavy vehicle route when the most direct route on the arterial road network from the heavy vehicle route is taken, and on any other city streets in the neighborhood from the arterial road network to its destination be taken as to avoid unnecessary traversing of City Streets

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#### 1.5.5.2. Liability

- 1.5.5.2.1. By obtaining a permit for travel within the City of Prince Albert the permit holder hereby undertakes and agrees to be responsible for and pay to the City of Prince Albert all or any damages which may be caused by the permit holder or any of their servants, employees or agents to any property of the City of Prince Albert or any other property while moving said load under the terms of the permit granted for the purposed, the amount whereof is to be determined by the City Engineer in the case of City property, promptly upon demand and to indemnify and save harmless the City of Prince Albert against all claims which might be made against it for damages to property or persons by reason of anything which the permit holder or any servants, employees, or agents may do under the terms of the permit which may be granted to the permit holder by reason or this application, and to defend at their expense all actions which might be taken against the City in connection with any of the said claims

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## 1.6. Additional Regulations

- 1.6.1. Upon granting of the permit, the registered owner of the permitted vehicle accepts full responsibility for any damages incurred to any property, whether public or private
  - 1.6.2. The driver of the permitted vehicle must be licensed in accordance with provincial law and must adhere to Department of Highways rules and regulations in regards to over dimension and overweight loads
  - 1.6.3. The applicant will be held responsible for all cost associated with work being carried out by the City or the Utilities, as required by the move, including temporary parking restrictions, moving on street infrastructure, escorting the load etc...
  - 1.6.4. All loads that originate within the City limits will require the business moving the load to have a valid City of Prince Albert Business License
  - 1.6.5. Applicants shall produce the following permits upon request of the City of Prince Albert if applicable: Highway moving permit, Railway Crossing Permits, and Rural Municipalities "Road Use Permits
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### 1.7. Building Moving Regulations

- 1.7.1. The owner of the Vehicle is responsible for obtaining a Building Moving Permit for buildings being moved into or out of the City
  - 1.7.2. A valid City of Prince Albert Business license is required for any mover moving a building into the City
  - 1.7.3. The Public Works Department will require a drawing detailing the approximate dimensions of the load, including the pitch and angle of the roof, to determine whether or not the load will fit under the Cities Traffic lights
  - 1.7.4. Those moving buildings out of the City will require a demolition permit, from the Economic Development and Planning Department
  - 1.7.5. Those moving buildings into the City will require a building permit from the Economic Development and Planning Department
  - 1.7.6. A building moving permit must be attached to the structure in a manner that is plainly visible from the exterior
  - 1.7.7. Buildings may only be moved into or out of the City before 7:00am or at a time approved by the City Engineer
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## **2 PURPOSE**

- 2.1 To facilitate the safe and efficient moving of any and all loads considered being over dimensional according to the provisions of the City of Prince Albert Bylaw #1 of 2013, the Traffic Bylaw.

## **3 SCOPE**

- 3.1 Any and all loads that move within City limits that operate over the loaded dimensions or weights described within Bylaw # 1 of 2013, the Traffic bylaw

## **4 RESPONSIBILITY**

### **4.1 City of Prince Albert Public Works Department**

- 4.1.1 Collecting necessary information required on Moving Permit
  - 4.1.2 Collecting necessary information required on an Oversized Building Moving Permit
  - 4.1.3 Collecting necessary information required on Building Moving Permit
  - 4.1.4 Collecting necessary information required on Vehicle Routing Permit
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4.1.5 Determining whether any on street infrastructure must be removed to accommodate move and provide cost estimates to do such work if requested

4.1.6 Grant a moving permit for such purposes and for such periods as set out in bylaw #1 of 2013, the Traffic Bylaw and this policy

4.1.7 Approve Moving permits

#### **4.2 City of Prince Albert Economic and Development Department**

4.2.1 Issuance of building permits for buildings being moved into the City

4.2.2 Issuance of demolition permits for buildings being moved out of the City

4.2.3 Informing Public Works of when a building permit or demolition permit has been provided for buildings being moved into or out of the City.

#### **4.3 Vehicle Owner**

4.3.1 Contact all affected parties and utilities

4.3.2 Costs associated with accommodation of move.

4.3.3 Acquire all necessary permits and approvals from the City of Prince Albert, Utilities, and the Department of Highways

#### **4.4 City Council**

4.5 Hear all appeals if City Engineer refuses to grant such moving permit or building moving permit

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## 5 DEFINITIONS

5.1 “Regular Business Hours” –Monday to Friday between 8am and 4:45pm.

Holidays fall outside of the scope of Regular City Hall Business hours.

5.2 “Affected parties and utilities” include, but are not limited to: The City of Prince Albert, SaskPower, Sasktel, Shaw Cable and Carlton Trail Railway.

5.3 “Destination” The location to which a vehicle must travel for a pick-up, a delivery or to perform a service.

5.4 “Loaded Dimensions” – the weight, height, length, and width of the object being moved when it is “loaded” upon the axles or trailer it is being moved with. Height is measured from the ground to the highest point of the load.

5.5 “Applicant” – the person/company making application for the moving of an over dimensional load and whose name, signature or stamp appears on the Moving permit.

5.6 “Permit Holder” – the individual or company issued a moving permit.

5.7 “Building” – Any man-made structure used or intended for supporting or sheltering any use or continuous occupancy.

5.8 “Farm Equipment” means equipment that is designed and intended for use in farming operations but does not include a truck, a semi-trailer, a full trailer, a pony trailer, farm equipment that is loaded on a truck, trailer or semi-trailer or farm equipment that is towing equipment other than farm equipment.

5.9 “Arterial Road” – A major road within the City of Prince Albert

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## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1 Moving Permit
- 6.2 Building Moving Permit
- 6.3 Oversized Moving Permit



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## **7 PROCEDURE**

- 7.1 The applicant is responsible to obtain approvals from all affected parties and/or utilities and approvals may be requested before the City will issue a moving permit
  - 7.2 Permits applications may be submitted via phone during regular business hours at (306) 953-4900
  - 7.3 Permit applications may be submitted via email at the following email address. Applications can be found at [www.citypa.ca](http://www.citypa.ca). Email: [transportation@citypa.com](mailto:transportation@citypa.com)
  - 7.4 All permit applications will be processed during regular business hours from Monday to Friday between 8:00am and 4:45pm., with the exception of holidays.
  - 7.5 City of Prince Albert Moving permits will be processed within 2 hours of receiving the permit request if dimensions are under 18 feet (5.5m) high or 22 feet (6.7m) wide and are lesser than the weights described in Schedule 51 of the Traffic Bylaw. Permits required for loads larger than what is described above may take up to a week to process.
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7.6 City of Prince Albert Vehicle Routing Permits and Building Moving Permits will be dealt with as soon as possible, but may take up to 2 days to process.

7.7 The Applicant shall provide the following information about the requested move to the City of Prince Albert:

- Name of Company Hauling
- Full name, address and phone number of the owner of the load (Company they are hauling for)
- Full name, address, and phone number of over dimension load contact person
- Description of the load being moved.
- The “loaded” weight, height, width and length of the load being moved.
- The proposed move route, from point of origin to point of destination
- The requested date and time of the move
- The license plate number of the vehicle to be permitted

7.8 The applicant will be given the permit number for the moving permit and must be able to supply this to the Prince Albert Police Service.

7.9 Loads with dimensions over 18’ tall and 22’ wide will be required to provide the following additional information

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7.9.1 A drawing detailing the approximate dimensions of the load to determine whether or not the load will fit under the Cities on street infrastructure.