

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-019

POLICY TITLE <i>Traffic Bylaw Special Permits</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>September 4, 2007</i>
		UPDATED TO <i>June 26, 2017</i>
ORIGIN/AUTHORITY <i>Planning and Operations Committee Reports No. 9-2007 and 6-2009; Legislative Report No. 8-2009; Standing Policy Committee on Transportation Item 8.3.8 – December 14, 2015; and Item 8.4.11 – June 26, 2017.</i>	CITY FILE NO. <i>CK 6000-1, 317-1 and 1720-1</i>	PAGE NUMBER <i>1 of 11</i>

1. **PURPOSE**

To establish the criteria for permitting commercial vehicles to operate in excess of the allowable weights, dimensions and routes as prescribed in Bylaw 7200: The Traffic Bylaw.

2. **DEFINITIONS**

2.1 **After Hours** - Any time outside of regular City Hall business hours which are Monday to Friday, 8:00 a.m. and 5:00 p.m. Holidays fall outside the scope of regular City Hall business hours.

2.2 **CBD** - The area of the City bounded by the South Saskatchewan River to the South and to the East, Idylwyld Drive to the West and 25th Street to the North as shown on Schedule No. 8, Vehicle Route Map, Bylaw 7200.

2.3 **City** - The City of Saskatoon.

2.4 **Construction Equipment** – Any unlicensed implement, equipment, machine or vehicle:

(a) that is not designed, used or intended to be used primarily for the transportation of passengers or goods; and

(b) that is designed, used or intended to be used for:

(i) road or general construction or industrial purposes; or

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- (ii) earth moving, excavation and demolition services; or
- (iii) transporting earth, gravel or rocks or any other material;

and includes front-end loaders, scrapers, graders, articulated rock trucks, cranes, backhoes, bobcats, zoom booms, genie lifts, rubber tire hoes and any similar equipment.

- 2.5 Destination Site - The location to which a vehicle must travel for a pick-up, a delivery or to perform a service.
- 2.6 Excess Load – Any load that exceeds the maximum vehicle weights prescribed in Schedule 7, Bylaw 7200.
- 2.7 Excess Load Permit - A permit to allow a vehicle travelling on City streets to exceed the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- 2.8 Excess Dimension - Any vehicle with dimensions that exceed the maximum vehicle dimensions prescribed in Bylaw 7200.
- 2.9 Excess Dimension Permit - A permit to allow a vehicle travelling on City streets to exceed the maximum vehicle dimensions prescribed in Bylaw 7200.
- 2.10 Farm Equipment – Any unlicensed or self-propelled implement, equipment or machine designed, used or intended for agricultural use, including tractors, combines and other similar equipment.
- 2.11 Level 1, 2 and 3 Vehicles - Vehicle levels as described in Schedule No. 7, Bylaw 7200.
- 2.12 Vehicle Routing Permit - A permit to allow a vehicle travelling on City streets to deviate from established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.
- 2.13 Unlicensed Vehicle – Farm equipment and construction equipment as defined in Bylaw 7200 and this Policy.

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2.14 Unlicensed Vehicle Permit – A permit to allow farm equipment or construction equipment to travel on City streets without being transported on a trailer.

3. POLICY

3.1 Permits Required

- a) An Excess Load Permit is required if a vehicle travelling on City streets weighs in excess of the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- b) An Excess Dimension Permit is required if a vehicle travelling on City streets exceeds the maximum vehicle dimensions prescribed in Bylaw 7200.
- c) A Vehicle Routing Permit is required if a vehicle deviates from the established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.
- d) An Excess Load Permit or an Excess Dimension Permit cannot be used in place of a Vehicle Routing Permit. A vehicle that exceeds the maximum vehicle weights or that exceeds the maximum vehicle dimensions prescribed in Bylaw 7200 and that wishes to travel off an established vehicle route must obtain a Vehicle Routing Permit in addition to the appropriate Excess Load or Excess Dimension Permit.
- e) An Unlicensed Vehicle Permit is required if farm equipment or construction equipment travels on City streets without being transported on a trailer. An Unlicensed Vehicle Permit will contain all necessary conditions relating to weights, dimensions and routing. Application for an Excess Load, Excess Dimension or a Vehicle Routing Permit is not required in addition to an Unlicensed Vehicle Permit.

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- f) Farm equipment and construction equipment transported on a trailer do not require an Unlicensed Vehicle Permit. Farm equipment and construction equipment transported on a trailer shall be subject to the general weight, dimension and routing provisions of Bylaw 7200 and therefore require the appropriate Excess Load and/or Excess Dimension Permits in addition to the appropriate Vehicle Routing Permit.

3.2 Excess Load Permits

- a) An Excess Load Permit is required when a vehicle travelling on City streets exceeds the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- b) Excess Load Permits will be issued if the General Manager of Transportation and Utilities or a designate of the General Manager of Transportation and Utilities is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:
- (i) Excess Load Permits will not be issued for divisible loads.
- c) Excess Load Permits may outline any or all of the following conditions:
- (i) A specific route or routes to be used to and from the destination site.
- (ii) Time of day restrictions for travel.
- d) Excess Load Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Load Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet will be included in the permit. The permit is not transferrable. An administration fee will be charged for the issuance of a permit.

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3.3 Excess Dimension Permits

- a) An Excess Dimension Permit is required when a vehicle travelling on City streets exceeds the maximum dimensions prescribed in Bylaw 7200. Regardless of permit possession, the operator of a vehicle must also obey all posted clearances.
- b) Excess Dimension Permits will be issued if the General Manager of Transportation and Utilities or a designate of the General Manager of Transportation and Utilities is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:
 - (i) Excess Dimension Permits will not be issued for divisible loads.
 - (ii) Excess Dimension Permits will not be issued for vehicles measuring greater than 3.6 metres in width requiring travel on Idylwyld Drive and/or Circle Drive between the hours of 7:00 a.m. to 9:00 a.m. and/or 4:00 p.m. to 6:00 p.m., Monday to Friday.
- c) Excess Dimension Permits may outline any or all of the following conditions:
 - (i) A specific route or routes to be used to and from the destination site.
 - (ii) Time of day restrictions for travel.
 - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operation. Typical Excess Dimension Permit flagging/identification requirements are listed in Table 1.

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Table 1: Excess Dimension Permit Flagging/Identification Requirements

Width (metres)	Requirements
Greater than 2.6	Red flags on the extremities of the load that overhang the sides or rear of the vehicle.
Greater than 3.05	Signs required at the rear in addition to the above.
Greater than 3.3	A minimum of one amber flashing or rotating beacon visible for 200 m in addition to the above.
Greater than 5.0	Trail vehicle required rear only in addition to the above.
Length	Requirements
Greater than 25 m	Sign required at rear.
Greater than 27.5 m	Amber beacon and rear sign.
Greater than 31 m	Amber beacons and signs front and rear.
Greater than 36 m	All of the above.

- d) Excess Dimension Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Dimension Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet will be included in the permit. The permit is not transferable. An administrative fee will be charged for the issuance of a permit.

3.4 Vehicle Routing Permits

- a) Vehicles requiring a Vehicle Routing Permit include:
- (i) Level 3 vehicles requiring access to the CBD at any time.
 - (ii) Level 3 vehicles requiring travel off primary vehicle routes or outside unrestricted areas.

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- b) Generally, Vehicle Routing Permits will be issued if the General Manager of Transportation and Utilities or a designate of the General Manager of Transportation and Utilities is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:
- (i) Vehicle Routing Permits allowing a Level 3 vehicle access to the CBD at any time will only be granted under special circumstances as per the following criteria:
- The carrier can prove to Transportation and Utilities that a Level 1 or Level 2 vehicle is incapable of performing, or unavailable to perform, the service.
 - The vehicle can safely travel to the destination and manoeuvre on the destination site as determined by Transportation and Utilities. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.
- (ii) Vehicle Routing Permits allowing a Level 3 vehicle to travel off primary vehicle routes or outside unrestricted areas will only be granted after consideration of the following criteria:
- The vehicle can safely access the business using secondary truck routes and arterial roadways.
 - The vehicle can safely manoeuvre on the destination site as determined by Transportation and Utilities. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.
 - Whether it is appropriate to allow an intercity delivery off of a primary vehicle route.
- c) Vehicle Routing Permits may outline any or all of the following conditions:

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- (i) A specific route or routes to be used to and from the destination site.
 - (ii) Time of day restrictions for travel.
 - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operation.
- d) Vehicle Routing Permits will be provided on an annual basis or as a single-use permit, as required. A Vehicle Routing Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet must be included in the permit. The permit is not transferable. An administrative fee will be charged for the issuance of a permit.

3.5 Unlicensed Vehicle Permits

- a) An Unlicensed Vehicle not transported on a trailer requires an Unlicensed Vehicle Permit to be displayed or have readily available at all times.
- b) Unlicensed Vehicle Permits will be issued if the General Manager of Transportation and Utilities or a designate of the General Manager of Transportation and Utilities is satisfied that the vehicle can be safely operated upon the street without the likelihood of damage to the street or property. However:
 - (i) Unlicensed Vehicle Permits shall not be issued to earth scrapers, articulated rock trucks nor any and all construction and farm equipment with non-rubber tracks. Such equipment must be transported on a properly equipped, currently licensed and registered trailer.
 - (ii) Unlicensed Vehicle Permits will not be issued for vehicles measuring greater than 3.3 meters in width requiring travel on any portion of Circle Drive or Idylwyld Drive south of 8th Street between the hours of 7:00 a.m. to 9:00 a.m. and/or 4:00 p.m. to 6:00 p.m., Monday through Friday.

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- (iii) Unlicensed Vehicle Permits issued for vehicles between 3.6 metres to 4.0 metres in width must stipulate a requirement for a pilot vehicle at the rear of the vehicle and will include Time of Day Restrictions.
 - (iv) Unlicensed Vehicle Permits issued for a vehicle measuring greater than 4.0 metres in width will require pilot vehicles in front and at the rear of the vehicle, and travel will only be permitted between 7:00 p.m. and 7:00 a.m.
 - (v) Unlicensed Vehicle Permits will not be issued where the gross vehicle weight is more than 55,000 kilograms.
 - (vi) Unlicensed Vehicle Permits will not be issued when it is intended that the vehicle will carry a load of any kind.
- c) When operating outside of a designated work zone unlicensed vehicle shall:
- (i) Have functioning indicator lights, turn signals and a flashing beacon; or
 - (ii) Have one accompanying pilot or escort vehicle at the rear of unlicensed vehicle while being transported.
- d) Unlicensed Vehicle Permits may outline any or all of the following conditions:
- (i) Lane travel restrictions (i.e. the vehicle shall travel in the right-most lane).
 - (ii) Time of day restrictions for travel.
 - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operations.
 - (iv) Specific route or routes to be used to and from the destination site.

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- e) Unlicensed Vehicle Permits will be provided on an annual basis or as a single-use permit, as required. An Unlicensed Vehicle Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, a description of each vehicle must be included in the permit. The permit is not transferrable. An administrative fee will be charged for the issuance of a permit.
- f) Unlicensed vehicles actively engaged in snow removal after a City declared Snow Event may obtain a Snow Clearing Permit that will exempt the requirements outlined in Section 3.5c) when operated within a defined zone.

3.6 Permit Application Process

- a) All permit applications are to be submitted via phone or fax at the following contact numbers:

Phone: (306) 975-2454
Fax: (306) 975-2971
- b) Permit applications will be processed from Monday to Friday between 8:00 a.m. and 5:00 p.m., with the exception of holidays.
- c) It is the responsibility of the trucking company to obtain any permits stated herein to travel within City Limits and to allow a minimum of two business days for the processing of the permits required. The City will aim to process permits within 2 business days of the receipt of the permit request.

4. RESPONSIBILITIES

4.1 Trucking Companies - Trucking companies shall be responsible to:

- a) Obtain any of the aforementioned permits.
- b) Provide the vehicle operator with the permit number, as well as the routing details and other permit conditions.

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4.2 Transportation and Utilities - The Transportation and Utilities Department shall be responsible to:

- a) Administer requests and grant permits.
- b) Establish the fee structure for permits.
- c) Administer, review and recommend updates to this policy.

4.3 City Council - City Council shall be responsible to:

- a) Approve of any changes to this policy.