

Requester Information

Operational Changes to Traffic Signal Request Form

Address (Billing or Mailing)

First Name

Transportation

6911 No. 3 Road, Richmond, BC V6Y2C1

www.richmond.ca

Company Name

Last Name

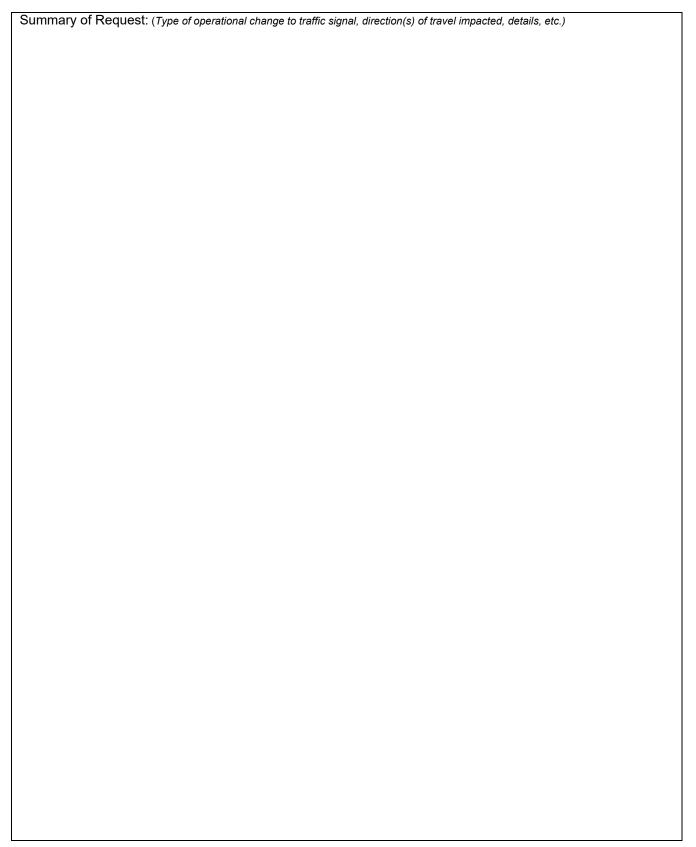
Contact 604-247-4616 Email: trafsig@richmond.ca

Telephone Number	Email	
On-Site Contact Information		
Last Name	First Name	
Cell Phone Number	Email	
Request Details		
Please submit by email to trafsig@richmond.ca a minimum of 4 business days (i.e., Mon – Fri, excluding holidays) in advance.		
Location 1		
Start Date (mm/dd/yyyy)	Start Time (hh:mm AM/PM)	
End Date (mm/dd/yyyy)	End Time (hh:mm AM/PM)	
Location 2 (If more than 2 locations, specify and number these additional locations in "Summary" section below)		
Start Date (mm/dd/yyyy)	Start Time (hh:mm AM/PM)	
End Date (mm/dd/yyyy)	End Time (hh:mm AM/PM)	
NOTE:		

6977192 Page 1

Regular staffing hours are 7:00 AM – 5:00 PM on weekdays, excluding holidays. Any work beyond this will incur overtime expenses. On-site electrician requires a minimum of 1 hour advance notice before signal can be reactivated.

The City does not put signals into 4-way flash mode if flaggers at intersection. Instead, signals go dark.



STOP - Do not complete page 3. Submit form to trafsig@richmond.ca

6977192 Page 2

Assigned Project #	Work Order #
Flat Rate General Receivable	
Description	Cost
Total Estimate:	
Signature of Employee	Employee Number
The costs above reflect the projected duration and scope of traffic signal works performed by the City or its agents based on the applicant's request. This is an estimate only; expenses are billable at actual cost of the work completed. A 20% City administration fee will be added at time of billing.	
Signee Information (to be completed by applicant after Cost Estimate section is provided by staff) NOTE: The person/company listed below will be the party responsible for all charges and payment of the invoice per City payment terms.	
Company Name	Project Manager
Billing Address	Reference # or File #
Telephone Number	Email
Applicant Signature	Date

COST ESTIMATE - FOR INTERNAL USE ONLY

6977192 Page 3