



## TEMPORARY ROAD CLOSURE APPLICATION

(Pursuant to By-Law No. 2006-156)

<b>1. Event/Construction details</b>	
Event name:	Application date:
Organizer / Host:	
Location:	
<b>2. Date/time road to be closed</b>	
Start date:	Start time:
End date:	End time:
<b>3. Applicant information</b>	
Applicant / Company name:	Phone number:
Street address:	Fax number:
City:	Postal code:
Email address:	
<b>After hour contact 1:</b>	<b>After hour contact 2:</b>
Name:	Name:
Phone number:	Phone number:
<b>4. Activity information</b>	
Occupancy type: <input type="checkbox"/> Parade requiring right of way closure <input type="checkbox"/> Full Road Closure <input type="checkbox"/> Parking lot closure <input type="checkbox"/> Parking stall reservation <input type="checkbox"/> Other: describe below <input type="checkbox"/> Park Occupancy <input type="checkbox"/> Single Lane Closure <input type="checkbox"/> Filming	
Brief description of activity:	
<b>5. Road(s)/sidewalk(s)/parking lot(s) to be closed</b>	
Please list the road(s), sidewalks(s), parking lots(s)/stall(s) to be closed (from start to finish):	
<i>*If you will require Simcoe County roads, please contact County of Simcoe Customer Service at 705-735-6901 or 1-800-263-3199, or email info@simcoe.ca</i>	

<b>6. Safety Measures</b>	
a) Have you contacted OPP to inquire about any required police presence?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
b) Will you require barricades, pylons, or other needs? <i>If yes, rental fees may apply. Please coordinate through your Event Application. *Note: Signs, barricades, or pylons are not provided by the Town for construction activities.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>7. Other considerations</b>	
a) Will you require closure of a municipal parking lot or stall? <i>If yes, additional fees will apply. Please coordinate through your Event Application.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>8. Attachments</b> - <i>*sketches to be drawn as per current <u>Ontario Traffic Manual – Book 7 for Temporary Conditions</u></i>	
<input type="checkbox"/> List of all roads affected by proposed road closure and corresponding sketch* <input type="checkbox"/> List of all roads proposed for detour route and corresponding sketch* <input type="checkbox"/> Sketch of proposed location(s) of traffic warning devices locations and barricades* <input type="checkbox"/> Copy of Certificate of Insurance (see General Conditions #14)	

### GENERAL CONDITIONS

1. The Town of Collingwood reserves the right (in its sole discretion, and without any liability to the Applicant, any vendor, operator or participant): to cancel the Activity or deny entry/participation of any vendor, operator or participant, if any requirement of this Temporary Road Closure Application is not met; to cancel the Activity due to severe weather or other act of God. The Applicant is responsible for making contingency plans for outdoor Events impacted by unfavorable weather.
2. The Applicant agrees to abide by all applicable laws, regulations and by-laws and all reasonable rules and regulations established by the Town of Collingwood in connection with the Activity (including, without limitation, the requirements set out in the Town of Collingwood's Special Event Permit Application). The Applicant agrees to obtain all necessary permits and licenses in connection with the Activity.
3. The Applicant must provide crowd management, emergency control, and traffic control for large events.
4. The Applicant must setup, maintain and remove all barricades and signage for closure, and place onto curb to allow access to roads immediately following the Event.
5. The Applicant is responsible for providing notification of closure to residences, places of worship and businesses within the closure area.
6. The Applicant is responsible for all signs, barricades, pylons, etc., and for coordinating use with Parks and/or Public Works staff. Signs, barricades, and/or pylons are not provided by the Town for construction related activities.
7. The Applicant must clear litter/debris within the 12 hours of the Event, including equipment and debris from parking lots, pathways, private properties and/or parks.
8. The Applicant will not be allowed to use paint on the roads, parks, streets and/or Town property.
9. In the event a road closure is cancelled, the Applicant must send written notification to the Town no later than ten (10) business days before the scheduled closure.

10. The Applicant must ensure all emergency vehicles can pass through any barricades when necessary at all times. Failure to comply could result in authorities immediately suspending the closure.
11. If the Applicant is requesting permission to erect a tent or tarp, there will be NO STAKING on any Town asphalt or concrete surfaces. It shall be the applicant's responsibility to request marking or other location information to determine the location and provide safeguards for all utilities, both public and private, in accordance with current regulations.
12. All barricades, signs, signals, traffic control person(s), traffic control devices, detour design and signing shall meet current Ontario Traffic Manual – Book 7 for Temporary Conditions requirements and shall be the sole responsibility of the applicant.
13. Sidewalks must remain open to the public throughout the closure except for safety-related reasons. If a sidewalk closure is required, the applicant must identify a detour and discuss with Town of Collingwood staff and include the sidewalk closure in the traffic control plan.
14. The applicant shall purchase and maintain in force, at their own expense (including the payment of all deductibles) and for the term of the permit, Commercial General Liability insurance satisfactory to the Town and underwritten by insurers licensed to conduct business in the Province of Ontario. This policy shall include coverage for Bodily Injury and Property Damage, Products and Completed Operations, with a minimum amount of \$5,000,000 for each occurrence, and including:
  - a. An endorsement certifying that the Town is included as an additional insured, and
  - b. A cross liability clause endorsement
15. The Applicant must pay for all damage to Town property however caused, arising out of or during the use of the facilities under this application.
16. The Applicant shall be responsible for personal injury or damages, or for the loss or theft of any equipment of the applicant or organization, or anyone attending on the invitation of such applicant or organization.
17. The Applicant agrees to obey all statutory requirements, municipal Bylaws and to acquire all necessary licenses and provide copies of such licenses to the Town.
18. In order to obtain approvals for Events, temporary road closure application must be received by the Engineering Department thirty (30) days in advance of a requested temporary closure.
19. Note that individual agencies may require that you obtain additional permits and pay relevant fees (e.g. Town of Collingwood Special Event Permit Application).
20. Road closures must not interfere with municipal curbside waste collection services. If closure must occur on a waste collection day, it is the responsibility of the party(s) occupying the road to move all collection materials by 7am on collection day to a common pre-approved collection point accessible by the collection contractor. Please contact County of Simcoe Customer Service at 705-735-6901 or 1-800-263-3199.
21. The permit must be in the name of the person or person performing the intended work and not the name of an agent acting for him/her.

**SIGNATURE REQUIRED ON NEXT PAGE**

**BY SIGNING BELOW, THE APPLICANT:**

- **MAKES APPLICATION TO THE CORPORATION OF THE TOWN OF COLLINGWOOD (THE “CORPORATION”) TO OCCUPY THE RIGHT OF WAY FOR THE PURPOSE DESCRIBED AND AGREES TO ABIDE BY THE TERMS OF BY-LAW 2006-156 (AS AMENDED) AND THE CONDITIONS ESTABLISHED ON THE PERMIT.**
- **COVENANTS AND AGREES TO ASSUME ALL LIABILITY AND/OR COST INCURRED BY THE CORPORATION AS A RESULT OF ROAD OCCUPANCY TO MAINTAIN THE WORK AREA AND TO INDEMNIFY AND SAVE HARMLESS THE CORPORATION, ITS AGENTS, EMPLOYEES AND COUNCIL MEMBERS FROM AND AGAINST ANY AND ALL LIABILITIES, SUITS, CLAIMS, DEMANDS, FINES, ACTIONS, COSTS, LOSSES, EXPENSES, OR PROCEEDINGS OF ANY KIND (INCLUDING LEGAL COSTS OF A SOLICITOR AND HIS OWN CLIENT BASIS), INCLUDING WITHOUT LIMITATION CLAIMS TO PROPERTY DAMAGE, PERSONAL INJURY OR DEATH, SUFFERED OR INCURRED BY THE CORPORATION ARISING OUT OF OR IN ANY WAY CONNECTED, DIRECTLY OR INDIRECTLY TO THE APPLICANTS EXERCISE OF ITS RIGHTS CONTAINED IN THIS PERMIT AND THE FAILURE OF THE APPLICANT TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT, EXCEPT FOR CLAIMS CAUSED BY THE GROSS NEGLIGENCE OF THE CORPORATION.**
- **ACKNOWLEDGES HAVING READ, UNDERSTOOD THE INFORMATION PROVIDED AND AGREES TO ABIDE BY ALL GENERAL CONDITIONS, SPECIAL PROVISIONS AND ALL CONDITIONS LISTED ON THE FACE AND BACK OF THIS PERMIT APPLICATION, AND PERMIT *IF* ISSUED.**
- **ACKNOWLEDGES THAT THE INFORMATION CONTAINED IN THIS APPLICATION, ATTACHED PLANS, SPECIFICATIONS AND OTHER ATTACHED DOCUMENTATION IS TRUE TO THE BEST OF THEIR KNOWLEDGE.**
- **ACKNOWLEDGES THAT IF THE OWNER IS A CORPORATION OR PARTNERSHIP, THEY HAVE THE AUTHORITY TO BIND THE CORPORATION OR PARTNESHIP.**

**APPLICANT (Name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Submit application to [publicworks@collingwood.ca](mailto:publicworks@collingwood.ca) or fax to 705-445-1286.

**FOR INTERNAL USE ONLY**

We/I concur and certify that the closure may be undertaken pursuant to By-law No 2006-156.

\_\_\_\_\_  
*Chief Administrative Officer and/or  
Director of Engineering, Public Works and Environmental Services*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Clerk*

\_\_\_\_\_  
*Date*