Road Closure Permit Application

Town Permit Number:

APPLICANT INFORMATION *(please print)*			
Primary Contact Name (First, Last)			Primary Contact Phone No.
Name of Organization			
Mailing Address			
Apt/Unit No.	Town	Province	Postal Code
Alternate Phone No.		Email Address	

INFORMATION FOR CLOSURE (Check all boxes that apply)				
Reason for Closure				
Private Closure ☐	**Municipally Significant Event** ☐	**Public Works Needed for Closure** ☐	**Public Works Signage Only** ☐	**Other** ☐ _____
Town Initiated Closure ☐	**Public Works Closure** ☐	**Engineering Closure** ☐	**Town Project Manager** _____	

Drawings for proposed Locations and Detour to be attached

LIST OF CLOSURE LOCATION(S)			**CLOSURE DATE(S) & TIME(S)**		
Street Name	**From (Street)**	**To (Street)**	**Date:**	**From (Time):**	**To (Time):**

Occupancy details:

Is there a Protected Tree (as per Tree Bylaw 2022-063) within 6m of the proposed work? Yes ☐ | No ☐ | N/A ☐

Road Closure Permit Application

Town Permit Number:

AGREEMENT

I, THE UNDERSIGNED HAVE READ AND UNDERSTOOD THE INFORMATION PROVIDED AND AGREE TO ABIDE BY ALL GENERAL CONDITIONS, SPECIAL PROVISIONS AND ALL CONDITIONS LISTED ON THE ALL PAGES OF THIS PERMIT APPLICATION, AND PERMIT *IF* ISSUED.

Date (yyyy-mm-dd)	Name (First, Last) *(please print)*	Signature Applicant

EVENT CONDITIONS

FOR CONSTRUCTION CLOSURE REFER TO CONSTRUCTION CONDITIONS ON PAGE 3

I/We hereby make application to The Town of New Tecumseth (The "Town") to close the Municipal Highway for the purpose described and agreed to abide by the terms of By-Law 2013-161 (as amended) and the conditions established on the permit. I/We agree to assume all liability and/or cost incurred by the Town as a result of the road closure to maintain the closure area and to indemnify and save harmless the Town until final completion and approval. Fees associated with events deemed to be culturally significant through Council may be waived.

Traffic Control: Traffic Signing will be in accordance with **Book 7 of the Ontario Traffic Manual - Temporary Conditions.** Access for emergency vehicles MUST be maintained at all times, unless otherwise approved by the Director.

GENERAL CONDITIONS FOR EVENT CLOSURE:

1. Any person or persons intending to occupy the Town of New Tecumseth Highways, must first apply to the Public Works Department for a Road Closure Permit. This approval must be obtained prior to the commencement of the occupancy.
2. The permit must be in the name of the person or persons requesting occupancy and not the name of an agent acting for him/her.
3. The completed permit application must be received, for processing, by the Public Works Department no later than ***20 working days*** prior to the proposed beginning of the activity. The applicant must also abide by all other time restrictions as outlined in by-law 2013-161.
4. The applicant, pursuant to the By-Law shall have the permit available at the times during the Event.
5. The permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, the Director of Public Works or his designate shall take action deemed necessary to reinstate the site for public protection at the expense of the applicant. In all cases the decision of the Director of Public Works is final.
6. All barricades, signs, signals, traffic control person(s), traffic control devices, detour design and signing shall meet **Book 7 of the Ontario Traffic Manual - Temporary Conditions** requirements and shall be the sole responsibility of the applicant, except for Council approved Events.
7. Highway reinstatements shall be done in accordance to By-law 2013-161, Road Occupancy Permit. (Link Attached)
8. Personal information contained on this form is collected under the authority of the Town of New Tecumseth By-Law 013-161 (as amended) and is used to issue Road Closure Permits.
9. A copy of By-Law 2013-161 has been reviewed by the applicant. (Link Attached) (By-laws - "Road Occupancy Permit By-law"
10. The event organizers will be required to notify impacted residents and businesses of the road closure via delivery of hard copy notices.

1. Completed Road Closure Permit Application
2. Road Closure Route and Detour
3. Certificate Of Insurance with $5,000,000.00 liability naming the Town of New Tecumseth as Additional Insured.

INITIALS	

Road Closure Permit Application

Town Permit Number:

CONSTRUCTION CONDITIONS

I/We hereby make application to The Town of New Tecumseth (The "Town") to occupy the Municipal Highway for the purpose described and agreed to abide by the terms of By-Law 2013-161 (as amended) and the conditions established on the permit. I/We agree to assume all liability and/or cost incurred by the Town as a result of road occupancy to maintain the work area and to indemnify and save harmless the Town until final completion and approval.

Traffic Control: Traffic Signing will be in accordance with **Book 7 of the Ontario Traffic Manual - Temporary Conditions.** Access for emergency vehicles MUST be maintained at all times, unless otherwise approved by the Director.

GENERAL CONDITIONS

1. Any person or persons intending to occupy or perform work on Town of New Tecumseth Highways, must first apply to the Public Works Department for a Road Closure Permit. This approval must be obtained prior to the commencement of work.
2. The permit must be in the name of the person or persons performing the intended work and not the name of an agent acting for him/her.
3. The completed permit application must be received, for processing, by the Public Works Department no later than ***20 working days*** prior to the proposed beginning of the activity. The applicant must also abide by all other time restrictions as outlined in by-law 2013-161.
4. The applicant assumes all maintenance and liability for temporary repairs until such time as permanent repairs are completed for the work described herein
5. The applicant, pursuant to the By-Law shall have the permit available at the times during which work is in progress.
6. The permit becomes null and void if the applicant should fail to meet the requirements of the permit, in which case, the Director of Public Works or his designate shall take action he deems necessary to reinstate the site for public protection at the expense of the applicant. In all cases the decision of the Director of Public Works is final.
7. When unforeseen circumstances require an extension of the permit or a change in any of the conditions under which the permit was issued, the holder of the permit shall apply for such change at least 3 business days in advance of the expiry. Failure to do so will render the permit void.
8. All barricades, signs, signals, traffic control person(s), traffic control devices, detour design and signing shall meet **Book 7 of the Ontario Traffic Manual - Temporary Conditions** requirements and shall be the sole responsibility of the applicant.
9. The applicant shall maintain access to all public and private properties for the duration of the work.
10. 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.
11. Highway reinstatements shall be done in accordance to By-law 2013-161. (Link Attached) (By-laws - "Road Occupancy Permit By-law"
12. All damaged, disruption or removal of existing works such as curb, sidewalk etc. as described in the permit, and damages related to the work activity shall be reinstated by the applicant to the Town of New Tecumseth's satisfaction.
13. Personal information contained on this form is collected under the authority of the Town of New Tecumseth By-Law 2013-161 (as amended) and is used to issue Road Closure Permits.
14. Applicant must notify the Public Works Department before any backfilling operation on Town highways begins by calling the Public Works department.
15. A copy of By-Law 2013-161 has been reviewed by the applicant. (Link Attached) (By-laws - "Road Occupancy Permit By-law"
16. As per Tree Bylaw 2022-063, the applicant must demonstrate how Protected Trees will be preserved/compensated for.

DOCUMENTS REQUIRED:

1. Completed Road Closure Permit Application
2. Road Closure Route and Detour
3. Current WSIB Document
4. Certificate Of Insurance with $5,000,000.00 liability naming the Town of New Tecumseth as Additional Insured.

INITIALS	

ROAD CLOSURE PERMIT APPLICATION DEPARTMENTAL CHECKLIST

(OFFICE USE ONLY)

☐	Traffic Control Plan	Date Received:	Received By:
☐	Certificate of Insurance and WSIB Form	Date Received:	Received By:
☐	Permit Fee $_____	Date Received:	Received By:
☐	Security Deposit $_____	Date Received:	Received By:
☐	Degradation Fee $_____	Date Received:	Received By:

Road Closure Permit Application

Town Permit Number:

CAO Delegated Authority	(Office Use Only)

Temporary Road Closure - _____ **Closure Date(s) -**_____
(Closure Reason)

The objective is to provide the Director of Public Works or their designate with information regarding a temporary road closure request. If needed Public works staff will implement the physical closure of the roads noted, and will be completed in accordance with the requirements.

Comments and Considerations:	Yes
1. Public Works will implement the physical closures of the Roads listed on page 1 using barricades and signage.	☐
2. Public Work staff will install signage at required locations to notify traffic of the upcoming closure prior to the event.	☐
3. Applicant will implement the physical closures of the Roads listed on page 1 using barricades and signage.	☐
4. Applicant will install required signage at required locations 7 days in advance of event start to notify traffic of the upcoming closure prior to the event.	☐

Additional Closure Requirements:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Pursuant to the authority delegated by the council and in accordance with Town of New Tecumseth Road Use and Care By-law 2022-108, and in accordance dated _____,202_ from the Project Manager, I HEREBY APPROVE:

_____

_____
Reviewer:

Approved By:

_____

_____
Director of Public Works

Attachment 1: Road Closure Route and Detours