



Temporary Road Closing Application

City of Kawartha Lakes
12 Peel Street, PO Box 9000
Lindsay, ON K9V 5R8

Telephone: 705-324-9411 ext. 1171 Fax: 705-328-3054
Email: pwroadspermits@kawarthalakes.ca

Please submit the completed application form with the following attachments to Public Works - Roads Operations by mail, fax or email (listed above) at least fifteen (15) business days prior to the proposed start of the proposed road closure.

Attachments:

- Map indicating the route or area of closure
- Certificate of Insurance
- Traffic Management Plan

Organization/Company:

Contact:

Address:

City/Town/Village:

Province:

Postal Code:

Telephone:

Fax:

Email:

Signature:

Date:

Road(s) to be Closed:

Road Closure Start Date:

Road Closure End Date:

Road Closure Start Time:

Road Closure End Time:

Event Name:

Event Type:

- Parade
- Race
- Run
- Road Construction
- Other

If you selected Road Construction or Other please provide additional details:

If you would like to post your event on the City's website, please visit www.kawarthalakes.ca.

Approvals: (for Office Use Only)

Public Works - Area Manager, Roads Operations:

East Area

West Area

Name:

Signature:

Date:

Fire Department
Approval:

Date:

Police Service
Approval:

Date:

Community Services
Approval:

Date:

Economic
Development
Approval:

Date:

Additional Conditions Apply?

Yes

No

Name of the Director of Public Works (or Designate):

Signature of Director of Public Works (or Designate):



Date:



Insurance Requirement:

The Corporation of the City of Kawartha Lakes requires the applicant to provide a Certificate of Insurance evidencing Comprehensive General Liability Insurance in an amount not less than \$2,000,000.00 per occurrence, including bodily injury, personal injury, contractual liability, non-owned automobile and cross liability and severability of interest clauses, for your group or association.

The Corporation of the City of Kawartha Lakes shall be named as Additional Insured under the policy, for the function, event or activity for which you are requesting the road closure.

This Certificate of Insurance should be attached to the application at the time of submission.

Traffic Management Plan:

The Corporation of the City of Kawartha Lakes requires the applicant to provide a Traffic Management Plan as part of the Road Closure Application.

For construction closures, the Traffic Management Plan should identify as accurately as possible the following:

1. Description of the proposed works and land/road closures.
2. Identification and assessment of traffic impacts of proposed works.
3. Detail traffic management measures to ameliorate the impacts of proposed works, including detour routes, signage and devices that will be used. All signage must adhere to OTM Book 7.
4. Assessment of public transport services affected (where

applicable).

5. Details of provisions made for emergency vehicles, heavy vehicles, cyclists and pedestrians.
6. Assessment of effect of proposed traffic management measures on traffic movements in adjoining streets.

For all other events closures, the Traffic Management Plan should provide details on how the traffic impact will be managed during the closure (ie. Police and Fire Department assistance required and/or use of traffic control devices, etc.) and for non-rolling closures or closures affecting high volume roads, a map indicating the Detour Routes.

If Police or Fire Department assistance is required, the applicant should contact these services directly.

If traffic control devices are required from the City, the notification with approved Road Closure will direct the applicant to the appropriate Roads Area Supervisor to discuss availability of these devices.

Personal information contained on this form is collected pursuant to The Municipal Act, 2001, and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.