



TEMPORARY ROAD AND/OR SIDEWALK CLOSURE APPLICATION

Applications must be received at least **30 days prior** to the desired road/sidewalk closure date.

****Failure to submit your complete application on time could result in the event not receiving approval.**

Please print clearly or complete electronically. You must **complete all questions** on this form.

Event Name	
Date Application Submitted	

Organization Information

Organization Name	
Address (including Postal Code)	
Telephone Number	
Fax Number	
Website	
Is your group a Charitable or Non-Profit Organization?	

Applicant Information (Contact Person)

Name	
Position in Organization	
Address	<input type="checkbox"/> Same as above
Telephone Number	
Email address	
Day of Event Cellphone	

Description of Road Closure

First Time Event	<input type="checkbox"/> Yes, first time event <input type="checkbox"/> Returning Event Date of last event:
Expected Daily Attendance	
Event Location	Starting Point: Finishing Point:

(A map is required to be submitted with this application form)	Streets Affected:
Event Date(s)	
Set Up Begins	Date: Time:
Event Begins	Date: Time:
Event Ends	Date: Time:
Clean Up Ends	Date: Time:
Will the event date be changed due to rain/inclement weather?	<input type="checkbox"/> Cancelled <input type="checkbox"/> Rescheduled

Description of Road Closure

Type of Road Closure (check all that apply)	<input type="checkbox"/> Road Closure <input type="checkbox"/> Police Only <input type="checkbox"/> Sidewalk Only <input type="checkbox"/> Signage Only <input type="checkbox"/> Rolling Road Closure <input type="checkbox"/> Police and Signage <input type="checkbox"/> Sidewalk and Road Closure <input type="checkbox"/> Other:
Parties Assisting in Traffic Control	<input type="checkbox"/> Third Party: <input type="checkbox"/> # of Volunteers:
Please indicate the equipment and support you require from the Municipality of Leamington (check all that apply) Note: additional fees may be applicable.	<input type="checkbox"/> Set up and Take Down of Road Closure Barricades <input type="checkbox"/> Detour Signage <input type="checkbox"/> Safety Cones <input type="checkbox"/> Garbage Pickup for Businesses and Residents Affected by the Road Closure

Documentation

Documents Required	<input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Site Map <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Crowd Control Plan, if required by the Ontario Provincial Police <input type="checkbox"/> Copy of letter of notification to property owners and/or businesses on the closure route
Additional documents deemed pertinent in the granting of this application may be required at the request of the Municipality of Leamington.	

Hold Harmless Agreement /Indemnification Agreement

I, the undersigned, agree that I shall release, waive and forever discharge the Corporation of the Municipality of Leamington from all claims, demands, costs, expenses, in respect of death, injury, loss or damage; and that I shall at all times indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Municipality as a result of the Applicant's event.

X _____
Signature of Applicant Date of Signature

Declaration

I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the Municipality of Leamington, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended, from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath.

X _____
Signature of Applicant Date of Signature

Personal information on this form is collected under the authority of the Municipal Act 2001 P.S.O. c45. The information will be used for the purpose of processing applications for Temporary Road and/or Sidewalk Closures. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761.

Please complete and submit the application to:
Municipality of Leamington
111 Erie Street North, Leamington, ON N8H 2Z9
Attn: Legislative Coordinator
Tel: 519-326-5761 Email: specialevents@leamington.ca

FOR OFFICE USE ONLY	
Fire Department	
Ontario Provincial Police	

Building Department	
Public Works Department	
Please return to Legislative Coordinator by:	

APPROVAL

X _____
Authorized By:

Date of Signature