



Hamilton

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**TEMPORARY ROAD CLOSURE APPLICATION (2021)
FILMING & EVENTS
A MINIMUM OF 2 WEEKS ADVANCED NOTICE IS REQUIRED**

Company: _____ Contact Name: _____

Address: _____ City: _____

Postal Code _____ Phone: _____ Fax: _____

Mobile Phone: _____ Email: _____

Road Closure Limits: On (Street): _____

From (Street): _____ To (Street): _____

Date/Time of Closure (From): _____ (To): _____

Reason for Closure: _____

INSTRUCTIONS: (Carefully read the following)

A Temporary Road/Lane Closure Permit is required when occupancy of a full roadway or one full direction of traffic on a roadway is blocked for more than 5 minutes for construction related works.

Once this application is received by email and reviewed, a Delegated Authority Letter (D.A.L.) will be prepared and then signed by the General Manager of Public Works. The signed letter you will receive after approval is your permit for the road closure. This letter is also emailed to provide notice to the Ward Councillor, Parking, Transit, Hamilton Police, EMS, and Ambulance Dispatch.

- a) A **permit fee of \$707.10** is required upon receipt of the D.A.L. made payable to the City of Hamilton. This fee covers the administration of the road closure, and does not include the cost for advance warning boards and/or detour signs (if required). Should warning boards and/or detour signs be required, they will be billed separately after completion of the road closure.
- b) The applicant must provide proof of **\$2,000,000 public liability insurance** naming the City of Hamilton as an added insured party with a provision for cross liability, and holding the City of Hamilton harmless from all actions, causes of action, interests, claims, demands, costs, damages, expenses and loss.
- c) The applicant must notify all property owners and tenants along the closed portion of the road and detour route (if required). The **neighbourhood notice** must be submitted to Corridor Management for review prior to distribution in a form acceptable to the General Manager of Public Works or his designate, providing, but not limited to a 24-hour contact name and telephone number.
- d) A detailed **traffic control plan** (TCP) of the road closure is required prior to approval. This plan should include the location of all applicant-installed signing/barricading/coning and traffic control person(s). The traffic control person must be Ontario Traffic Manual (OTM) Book 7 trained and qualified, otherwise the applicant is responsible for hiring a third party closure company and/or paid duty officer (905-546-4366) to assist with the road closure.

Applicant Signature: _____ Date: _____