

# APPLICATION FOR TEMPORARY ROAD CLOSURES

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## REQUIREMENTS & GUIDELINES

1. The Applicant understands and agrees that there is a **\$241.55 fee + HST \$31.40 = \$272.95** for processing the application and it may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there will be no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever.
2. The Applicant shall protect, indemnify and save harmless the City, its servants and agents in respect of all claims for damage, loss or injury, whether caused by the negligence of the City, its servants and agents or otherwise, arising out of or during the use of any of the facilities under any application.
3. The Applicant shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such applicant or organization.
4. The Applicant must pay for all damage to City property however caused, arising out of or during the use of the facilities under this application.
5. The Applicant agrees to take out sufficient Public Liability Property Damage Insurance in the amount of \$2,000,000.00 to cover all risks. The policy shall be in a form and in an amount satisfactory to the City of Kingston, and shall be kept in full force during the period of the proposed road closure. The City of Kingston shall be named as a party insured on the policy and the applicant shall provide the City of Kingston with proof of insurance.
6. The Applicant shall **pay for the cost of advertising** the temporary road closure, as invoiced by the City of Kingston.
7. Road Closure signs must be installed at the point of closure and in advance of the location in both directions. Detour signs must be installed around the location of the closure. All construction closures signage must adhere to OTM Book 7.
8. The Applicant shall be responsible for the acquiring, renting, placing and removal of all barricades and signage necessary to fully close the roadway(s) affected and have flashing beacons attached if the road closure is after dusk.
9. Sidewalks will remain open to the public throughout the closure except for safety reasons.
10. The Engineering Division, Traffic Section shall notify the Fire, Police, Ambulance, Operations Department and Utilities Kingston of the road closure.
11. If the Applicant is requesting permission to erect a tent or tarp, there will be NO STAKING on any City asphalt or concrete surfaces.
12. Location for placement of portable toilets must have prior City approval.
13. The Applicant agrees to obey all statutory requirements, municipal Bylaws and to acquire all necessary licenses and to provide copies of such licenses to the Traffic Supervisor.
14. If the road closure has any impact on area Businesses or Residents, they must be notified by the Applicant and local traffic must be permitted.
15. The Application may be subject to event/site specific conditions at the discretion of the Manager, Engineering Division.

*The Applicant agrees that they have familiarized themselves with the Requirements and Guidelines for Road Closures and agrees to comply with all of the conditions.*

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

# TEMPORARY ROAD CLOSURES

## APPLICATION FORM

### APPLICANT INFORMATION

Business Name: \_\_\_\_\_

Charitable Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### ROAD CLOSURE INFORMATION

Street(s) Affected: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Dates Requested: From \_\_\_\_\_ To \_\_\_\_\_

Times Affected: From \_\_\_\_\_ To \_\_\_\_\_

Parties Assisting in Traffic Control: \_\_\_\_\_

Are Tents Required:  YES  NO Number: \_\_\_\_\_

Purpose for the Temporary Road Closure:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Conditions: \_\_\_\_\_

Public Liability Damage Insurance Certificate Enclosed?  YES  NO

\_\_\_\_\_  
Applicant's signature

*The Applicant agrees that they have familiarized themselves with the Requirements and Guidelines for Road Closures and agrees to comply with all of the conditions.*

**NOTE:** all Street closure applications must be submitted to the Engineering Division **8 weeks prior to the street closure.** Failing to do so may prohibit the street from being closed.

Thank You

Chris Sleeth, Traffic Supervisor  
Engineering Division, City of Kingston  
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610 Montreal Street  
**(mailing address)**  
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