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## Temporary Road Closures Application

### Requirements & Guidelines

1. The Applicant understands and agrees that there is a \$288.41 fee + HST \$37.49 = \$325.90 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. For special event road closures, signs must be installed at the point of closure. See Example 1 for typical set-up for special events.
7. All signage for construction-related road closures must adhere to the Ontario Traffic Manual (OTM) Book 7. Construction-related road closures will also require that a Traffic Control Plan be submitted to Chris Sleeth, Public Works Supervisor at [csleeth@cityofkingston.ca](mailto:csleeth@cityofkingston.ca) for review and approval.
8. Sidewalks must remain open to the public throughout the closure except for safety-related reasons. If a sidewalk closure is required, the applicant must identify and discuss with City of Kingston staff and include the sidewalk closure in the traffic control plan.
9. The Engineering Division, Traffic Section shall notify the Fire, Police, Ambulance, Operations Department and Utilities Kingston of the road closure.
10. If the Applicant is requesting permission to erect a tent or tarp, there will be NO STAKING on any City asphalt or concrete surfaces.
11. Location for placement of portable toilets must have prior City approval.

12. 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 Technologist.
13. 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.
14. The Application may be subject to event/site specific conditions at the discretion of the 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.

Applicant's Signature: \_\_\_\_\_

**Applicant Information**

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

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

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Road Closure Information**

Streets Affected: \_\_\_\_\_

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

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

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

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

Are Tents Required:                      Yes                       No                       Number: \_\_\_\_\_

Purpose of the Temporary Road Closure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Public Liability Damage Insurance Certificate enclosed      Yes                       No

Applicant's Signature: \_\_\_\_\_

**Conditions:**

- 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.
- 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.

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