



Guide to Temporary Road Closure Application

1. Applicant's Responsibilities - Closure due to Construction Activity

- a) Carefully read and respond to all questions and directions in the Temporary Road Closure Application
- b) Send completed Application and copy of Certificate of Insurance (as per General Condition #14) to engineering@collingwood.ca
- c) Receive and comply with any directions given by the notified agencies/departments**
- d) Retain authorized copy of the Application for the duration of the temporary road closure

2. Applicant's Responsibilities - Closure due to Special Event

- a) Carefully read and respond to all questions and direction in the Temporary Road Closure Application
- b) Send completed Application and copy of Certificate of Insurance (as per General Condition #14) to engineering@collingwood.ca; Application must be submitted **at least 30 business days** in advance of a requested temporary closure
- c) Receive and comply with any direction given by the notified agencies/departments**
- d) Retain authorized copy of the Application for the duration of the temporary road closure

3. Town's Responsibilities – All Temporary Road Closure Applications

- a) Engineering Services receives and reviews the Application (including Traffic Plan, OTM Book 7 requirements, transit impacts, etc.)
- b) Director of Public Works, or their designate, to give approval and certify the Application
- c) Engineering Services forwards Application to Clerk Services for authorization by the Clerk
- d) Clerk Services submits notice of temporary road closure on website and social media platforms
- e) Clerk Services circulates notice and the Application to potentially impacted agencies and departments

- f) Engineering Services provides the applicant with the final authorized Application form

4. Agencies and Departments Notified

The list of agencies and departments that are notified for potential road closure impacts include but are not limited to the following:

- The County of Simcoe Waste Management
- County of Simcoe Emergency Services
- Ontario Provincial Police
- Town of Collingwood By-law Services
- Town of Collingwood Fire Services
- Town of Collingwood Parks, Recreation and Culture
- Simcoe County Student Transportation Consortium
- Town of Collingwood transit service providers

Representatives from agencies and departments notified may contact the Applicant indicated on the Temporary Road Closure Application for any reason related to the Application. It is the Applicant's responsibility to receive and comply with any directions given by the notified agencies/departments.