

## Guide to Temporary Road Closure Application

TEMPORARY ROAD CLOSURE DUE TO:	APPLICANT'S RESPONSIBILITIES	TOWN'S RESPONSIBILITIES
<b>CONSTRUCTION ACTIVITY</b>	<ol style="list-style-type: none"> <li>1. Carefully read and respond to all questions and direction in the Temporary Road Closure Application</li> <li>2. Send completed Application and copy of Certificate of Insurance (as per General Condition #14) to <a href="mailto:engineering@collingwood.ca">engineering@collingwood.ca</a></li> <li>3. Receive and comply with any directions given by the notified agencies/departments**</li> <li>4. Retain authorized copy of the Application for the duration of the temporary road closure</li> </ol>	<ol style="list-style-type: none"> <li>1. Engineering Services receives and reviews the Application (Traffic Plan, OTM Book 7 requirements, transit impacts, etc.)</li> <li>2. Director of Public Works, or his/her designate, to give approval and certify the Application</li> <li>3. Engineering Services forwards Application to Clerk Services for authorization by the Clerk</li> <li>4. Clerk Services submits notice of temporary road closure to Town Page*</li> <li>5. Clerk Services circulates notice and the Application to potentially impacted agencies/departments**</li> <li>6. Engineering Services provides the applicant with the final authorized Application form</li> <li>7. Engineering Services retains and files authorized Application form under T08 (retention schedule = E+2 years)</li> </ol>
<b>SPECIAL EVENT</b>	<ol style="list-style-type: none"> <li>1. Carefully read and respond to all questions and direction in the Temporary Road Closure Application</li> <li>2. Send completed Application and copy of Certificate of Insurance (as per General Condition #14) to <a href="mailto:engineering@collingwood.ca">engineering@collingwood.ca</a>; Application must be submitted <b>at least 30 business days</b> in advance of a requested temporary closure</li> <li>3. Receive and comply with any direction given by the notified agencies/departments**</li> <li>4. Retain authorized copy of the Application for the duration of the temporary road closure</li> </ol>	

\*Clerk Services will submit notice to Town Page if Application is submitted before end-of-day of the Friday of two weeks before the scheduled temporary road closure.

\*\*List of agencies/departments that are notified for potential road closure impacts, include but are not limited to:

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| <ul style="list-style-type: none"> <li>• County of Simcoe Waste Management</li> <li>• County of Simcoe Emergency Services</li> <li>• Ontario Provincial Police</li> <li>• Town of Collingwood By-law</li> </ul> | <ul style="list-style-type: none"> <li>• Town of Collingwood Fire Services</li> <li>• Town of Collingwood Parks, Recreation and Culture</li> <li>• Simcoe County Student Transportation Consortium</li> <li>• Town of Collingwood transit service provider</li> </ul> |
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Note: Representatives from the list above 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.