



The Corporation of the
City of North Bay
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ENGINEERING, ENVIRONMENTAL SERVICES & WORKS
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Road Closure Application

(Incomplete Applications will not be accepted - please print in ink)

Road Closure Applications must be received by the Engineering Department at City Hall at least two weeks (14 days) before your Road Closure.

Application Fee: 2018 = \$250.00+H.S.T. = \$282.50 PLUS delivery/pick-up fee for signs and barricades, if applicable. (Pricing based upon By-Law 2016-118)

1. Special Event Temporary Road Closure (Please Complete Sections A, B and C)
2. Temporary Construction Closure (Please Complete Sections A and C)
 - Road
 - Sidewalk
 - Multi-Use Pathway

Please Note:

- For a Construction Closure, work is limited to between the hours of 7:00 a.m. and 7:00 p.m., as per Noise By-Law 2014-53.
- A Street Work Permit must be obtained from Public Works (1399 Franklin Street) between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

SECTION A:

Name of Special Event: _____

Applicant Name: (First) _____ (Last) _____

Name of Organization or Company:

The Applicant must be a person of authority with the Organization.

Phone:(____) ____ - _____ Alternate:(____) ____ - _____ Emergency:(____) ____ - _____

Fax: (____) ____ - _____ Email: _____

Mailing Address: _____ Apt/Unit No.: _____

City: _____ Province: _____ Postal Code: _____

A detailed map of the Traffic Control Plan must be included with this application detailing road, sidewalk, and multi-use pathways, routing, volunteers, start/finish areas, traffic control, barricades, tents, etc.

Proposed Location(s)/Routing:

Closure Start Date: _____ Time: _____

Road Re-open Date: _____ Time: _____

Start Time of Actual Event: _____

Finish Time of Actual Event: _____

In consideration of the granting to the Applicant of a Road Closure Permit, the Applicant covenants and agrees as follows:

1. The Applicant shall use due care in the permitted space to ensure that no person is injured, no property is damaged, or lost and no rights are infringed.
2. The Applicant shall be solely responsible for, and shall indemnify and save harmless The Corporation of the City of North Bay and its officers, employees and agents from and against, all losses, claims, liabilities and demands arising from or in any way incidental to or connected with the use of the permitted space and the special event referred to below, including but not limited to the following: any death, injury to persons, and/or any damage to or loss of property;
 - any violation or infringement of any property rights;
 - any wrongful or negligent act or omission of the Applicant, any agent, invitee, officer, director or employee of the Applicant, or any other person authorized by the Applicant; and/or
 - the breach of any term or condition of the Permit by the Applicant, any agent, invitee, officer, director or employee of the Applicant, or any other person authorized by the Applicant.
3. The Applicant shall provide a Certificate of Insurance in the amount of \$5 Million Dollars Liability Insurance, with proof that the Corporation of the City of North Bay is listed as an additional insured on the Applicants Policy prior to the event taking place.

Cancellation of Permit:

The Permit may be cancelled immediately if the Applicant fails to comply with any of the terms and conditions of this document. Any unauthorized structures or works left on the permitted space may be removed by The Corporation of the City of North Bay at the Applicant's cost.

Check List Prior to Submitting Application:

___ Is this application complete and signed?

___ Is a Detailed Traffic Control Plan attached?

- ___ Have you consulted with all major affected businesses and resolved all conflicts?
- ___ Have you addressed how Emergency services will be provided for this event?
- ___ All area residents and occupants have been circulated a notice of the event?
- ___ All other permits/licenses have been approved/issued (copies attached)?
- ___ Is a Certificate of Insurance for \$5 Million Dollars Liability, with The Corporation of The City of North Bay listed as an additional insured attached?

List of attachments: _____

SECTION B: (For Special Events Only)

Name of Special Event: _____

Date(s): _____

Type of Event: Block Party _____ Race _____ Parade _____ Other Event _____

Brief Description of Event:

Total Expected Attendance: _____ (Participants/Volunteers) _____ (Spectators)

Admission Restricted? (Gated or Registration Required to Participate):

YES: _____ NO: _____

Onsite Activities (Check all that apply): Alcohol Vendor ___ Vendor Displays ___

Music/Loud Speakers ___ Demonstrators ___ Extreme Sports ___ Lighting ___

Temporary Structures ___ Inflatables ___ Staging ___ Food Vendors ___

Other: ___ (details) _____

Organizers are responsible for litter pickup, sorting of recyclables and removal of all waste created. Please indicate the methods being used:

Garbage Bags ___ Litter Pickers ___ Disposal Bins ___ Recycling Bins ___

Recycling Stations ___ Organic Waste Removal ___ Other (details)

The event organizer has the option of picking up and returning signs and barricades from the Public Works Yard. The additional rates below would not apply, and the cost would be the Application Fee only. YES: _____ NO: _____

If the City is requested to deliver/pick-up barricades and signage the following fees apply, in addition to the Application Fee:

Class A

- This type of event would be for a **one** block closure where minimal signage and barricades are required (ex. Block Party).
- Cost \$95.24 + H.S.T.

Class B

- This type of event would be for a **two-three** block closure where the number of signs and barricades have increased and may include closing a side street or may have other considerations such as parking restrictions.
- Cost \$237.26 + H.S.T.

Class C

- This Type of event would be for a **three - five** block closure where numerous side street closures or additional signage and barricades are required (could include temp no parking etc.)
- Cost \$382.10 + H.S.T.

Class D

- This type of event would be for a **five block +** closure such as a large sporting event or Parade where a large number of signs or wide variety of items are required.
- Cost would be an Actual Cost Service Contract.

Please indicate the number of each of the following items required for your event:

- _____ Road Closed Barricades (a minimum set of two in each direction for a two way street are required, one with a RC sign (RB-92) and one w/o)
- _____ Pylons (TC-51)
- _____ Traffic Barrels (TC-54)
- _____ Construction vests
- _____ Large Directional arrow (TC-4) w/ temp stand
- _____ Small Directional arrow (TC-10) w/ temp stand
- _____ Sand bags

The complete, approved Road Closure Permit must be brought to Public Works, located at 1399 Franklin Street, to sign out all of the applicable barricades and signage no later than 1:00 p.m. on the last business day before your event.

Additional Requirements: (By-Laws quoted may be amended from time to time)

- 1) Copies of all other required permits/licenses must be approved/issued and attached to this application.
- 2) All closed sidewalks with on-street parking will require each parking stall to be rented. Please see the Customer Service Centre on the first floor of City Hall.
- 3) If alcoholic beverages are sold or consumed within the portion(s) of the public right-of-way, the applicant will be required to:
 - a. submit a written confirmation of approval by City Council and the Licensing and Registration Department of the Alcohol and Gaming Commission of Ontario (AGCO); and
 - b. serve alcoholic beverages in a contained area (i.e. barricades / tents) subject to AGCO requirements, www.agco.on.ca.
- 4) The applicant is required to review the Public Health Guidelines for the service/selling and/or preparation of food.
- 5) The applicant may need to complete and submit an Application for Lottery Licencing Eligibility, available at City Hall.
- 6) The applicant is required to confirm if a building permit is required for any tent(s), bleacher(s), stage(s) or any other structure(s) by contacting the Building Department at City Hall. If a Building Permit is required it must be issued prior to this application being filed.
- 7) The applicant may be required to provide a completed and approved Application for Exemption from Noise Control By-Law No. 2014-53, as related to the portion(s) of the public right-of-way for which this application is made.
- 8) For any march, parade, walk, road race or similar event in conjunction with a special event you must apply for a Special Event Permit (authority under Police Services Board By-law 1/72) through the North Bay Police Services, 135 Princess Street West, North Bay, Ontario.
- 9) For the purpose of holding a street party, a list of all affected neighbours with their signatures showing that they have no objections to the closure.

SECTION C:

Name of Applicant (please print): _____

Signature of Applicant: _____ Date: _____

Name of Witness (please print): _____

Signature of Witness: _____ Date: _____

For office use only:

This permit is: Approved _____ Denied _____

The total fee for this permit is: \$ _____ Paid by: _____

John Severino, P. Eng., MBA
City Engineer, Infrastructure & Operations

Date: _____

Special Instructions:

