

**TOWN OF  
AMHERSTBURG**



<b>POLICY</b>	<b>Temporary Road Closure – Special Events</b>
<b>DEPARTMENT</b>	<b>Public Works</b>
<b>DATE ENACTED</b>	<b>November 13, 2012</b>

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**1.0 PURPOSE:**

- 1.1 The purpose of this policy is to outline the necessary steps for temporary road closure for Special Events held in the Town of Amherstburg.

**2.0 PROCEDURE FOR TEMPORARY ROAD CLOSURE**

- 2.1 Completion of application form (Schedule "A" attached).
- 2.2 A map /sketch must accompany the application form.
- 2.3 The application must be received by the Clerk's Department **two (2) months** prior to the special event requiring a temporary road closure.
- 2.4 The application must be circulated by the Clerk for the Town of Amherstburg to the following departments for review and recommendation prior to Council consideration:
- Public Works
  - Fire Department
  - Police Department
- 2.5 Upon receipt of completed recommendations by the Public Works Department, the Fire Department and the Police Department, the Clerk will include the Application for Temporary Road Closure, along with the recommendations received for placement on the next Agenda of a regular meeting of Council for Council's consideration.
- 2.6 Upon receipt of Council's recommendation or resolution, the Clerk shall contact the applicant for necessary follow-up.
- 2.7 Any and all barricades must be manned by the organization's volunteers at all times. A **deposit of \$100.00** must be submitted at the time of application, which will be returned to the organization when barricades are returned in good condition.
- 2.8 A Certificate of Insurance naming the Town of Amherstburg as an additional named insured on the applicant's policy insurance for the subject event is to be submitted at the time of application.

**3.0 PROCEDURE FOR SUBSEQUENT TO SPECIAL EVENT**

- 3.1 Subsequent to the event, the Organization will be responsible for returning all barricades to the Public Works Department.
- 3.2 Upon return of the barricades, the Director of Public Works will review the barricades for damages, and seeing none, will return the deposit to the appropriate applicant.