



Application No. \_\_\_\_\_

# City of Duncan Application for a Street / Sidewalk Closure Permit Public/ Private Event

I, \_\_\_\_\_  
**Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Representing** \_\_\_\_\_

hereby make application in accordance with the City of Duncan Streets Bylaw 1976 and amendments thereto for a permit for temporary street / sidewalk closure as defined in the said Bylaw.

**Location of Street / Sidewalk Closure:** \_\_\_\_\_  
\_\_\_\_\_

**Purpose of Street / Sidewalk Closure:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Street / Sidewalk Closure:** \_\_\_\_\_

**Commencement Time** \_\_\_\_\_ **End Time:** \_\_\_\_\_

The closure will be under the direction and control of:

\_\_\_\_\_  
**Name of Person**

\_\_\_\_\_  
**Address (if different from above)**

The applicant agrees to conform to all Bylaws and policies of the City of Duncan presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule **and to such further special conditions as may be imposed by the Director of Public Works.** The applicant must provide proof of liability insurance naming the City of Duncan as an additional insured party in the amount of \$2 million per occurrence. The applicant further agrees to save harmless the City of Duncan against all manner of actions, claims, debts, judgments, costs and expenses of any kind whatsoever which may be made against the City in consequence of and incidental to the granting of a Street / Sidewalk Closure Permit.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**



# Application for a Street / Sidewalk Closure Permit Public/ Private Event

## APPLICANT MUST DO THE FOLLOWING

1. Fill in page 1 of the form completely, and leave with City Hall along with any required fees.
2. Attach letter of approval from the Ministry of Transportation (if required).
3. Include map of location.

### This Section For Officials Use Only

When this section is complete in its entirety, by all officials, the attached application is approved subject to the event being carried out in conformity with all Statutes, Bylaws, and council Policies in force in the City of Duncan, British Columbia and the following special conditions:

#### SPECIAL CONDITIONS (those with an X apply to this application)

- Arrange with a local rental company for barricades and signs for the street / sidewalk closure.
- Arrange to obtain from City Public Works barricades and signs for street closure.
- Erect sufficient barricades and signs to control and safely direct pedestrians and/or traffic around the closure.
- PROVIDE CERTIFIED TRAFFIC CONTROL PERSONNEL TO DIRECT TRAFFIC.**

**Name of Traffic Controller** \_\_\_\_\_ **Phone #** \_\_\_\_\_

- \$300.00 refundable maintenance deposit for cleanup. Sweep, wash, or otherwise clean up the street / sidewalk once the event is complete and prior to re-opening the street / sidewalk for reimbursement.
- Obtain approval from the Ministry of Highways and Transportation if the street / sidewalk closure would require traffic / pedestrians to use, or cross, the Trans Canada Highway.

#### Public Works Approval (special conditions that may be required)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
(Director of Public Works)

Approval to Release Deposit Sign: \_\_\_\_\_ Date: \_\_\_\_\_

#### Risk Management Approval (required)

Copy of Liability Insurance (\$2,000,000.00 minimum) naming the city of Duncan as an additional insured, required by the Director of Finance

Date: \_\_\_\_\_ Approved/ Waived: \_\_\_\_\_  
(Director of Finance or designate)

DBIA Notification Required?  Yes  No Notification Provided?  Yes  No

**Permit Approved by CAO or Director of Public Works.** \_\_\_\_\_