



County of Lennox and Addington  
Application for County Road Closure  
for Community Event

**EVENT INFORMATION**

Applicant Contact Name:

Address:

Phone:

Email:

Organization Name:

Address:

Phone:

Email

Name and Description of Event:

Road(s) proposed to be closed:  
(provide from/to limits, full closure or single lane, etc.)

Date, time and duration of proposed closure:  
(closure must be kept to as short of a duration as possible to limit the disruption to traffic)

Anticipated number of participants:

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Is the proposed closure only on Lennox and Addington County Roads?

Yes

No

If no, what other jurisdictions roads are affected?

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Have you consulted the other affected jurisdictions?

Yes

No

Have the other affected jurisdictions approved this event?

Yes

No

### **TRAFFIC CONTROL**

A detailed traffic control plan is required in accordance with Schedule "A" (attached).

Have you provided a copy of the traffic control plan?

Yes

No

Have you arranged for certified traffic control persons?

Yes

No

Have you arranged for signs and barricades?

Yes

No

### **NOTIFICATIONS**

The applicant will be responsible for preparing and circulating a notice of the event including the closure details to the following:

- Businesses and residents located in the area of the effected closure.
- Transit operators in the affected area.

The County will be responsible for preparing and circulating a notice of the event including the closure details to the following:

- Police Department
- Fire Department
- Ambulance
- Local Municipality
- Tri Board Student Transportation

In addition to the above notifications, the County will arrange for notice to be publicized on social media platforms to inform the public of the road closure.

## RESPONSIBILITIES OF THE APPLICANT

The applicant shall be responsible for:

- Completing and submitting to the County an Application for Community Event Road Closure form at least twenty-eight (28) days in advance of the proposed closure.
- Circulating the above noted application to the local police, fire department, ambulance and municipal office for their information, review and comment.
- Providing a detailed Traffic Control Plan in accordance with Schedule "A" (attached) at least 28 days in advance of the proposed closure.
- Obtaining approval for the Road Closure and Traffic Control Plan from the County of Lennox and Addington and the applicable Municipality.
- Engaging certified Traffic Control Persons as needed to implement the closure in accordance with the approved Traffic Control Plan.
- Acquiring, placing and removing all barricades, signs and devices necessary to implement the closure in accordance with the approved Traffic Control Plan.
- Obtaining and providing proof to the County of liability insurance (minimum amount \$2,000,000.00). This insurance must name the County of Lennox and Addington (and in some cases the local municipality) as additional insured.
- Informing all businesses and residents in the area of the closure, by letter or hand delivered memo at least 7 days in advance of the closure. A copy of the notice and a listing of addresses served the notice must be provided to the County in advance of the closure.
- Making provisions for access to properties on the closed portion of the road.
- Adhering to the scheduled closure times as approved.
- Adhering to any additional conditions or requirements that are placed on the request for road closure.
- Cleanup, removal and proper disposal of garbage generated by the event.
- Accepting responsibility for any damages to County property arising during the use of the road.

**The Applicant acknowledges these responsibilities and agrees to comply with all conditions.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Schedule “A”  
TRAFFIC CONTROL PLAN REQUIREMENTS**

**Traffic Control Persons**

For the safety and liability reasons, only certified Traffic Control Persons (TCP's) are permitted to implement a road closure and provide control traffic. Applicants must engage the services of certified TCP's for their event. The police, fire department, local municipality, construction contractors, and employment agencies may be able to provide certified TCP's for your event.

One certified TCP shall be assigned as the Traffic Control Supervisor.

Traffic Control Supervisor Name:

Supervisors Employer or Organization:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Names of other certified TCP's:

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

**Traffic Control Plan**

It is recommended that a certified TCP prepare the traffic control plan. The following information is required on the traffic control plan:

A map or drawing illustrating:

- The proposed road closure limits
- The proposed detour route\* with road/street names labeled
- Type, quantity and location of barricades
- Type and location of detour\* signs
- Location of certified Traffic Control Persons
- Location of event Marshall's (if applicable)

\*A detour route and detour signs will be required for closures greater than one (1) hour in duration.

All signing and traffic control shall be in accordance with the latest edition of Book 7 (Temporary Conditions) of the Ontario Traffic Manual.

A sample traffic control plan is attached for reference. County staff are available to assist the TCP in preparing the traffic control plan if needed.