

Town of Lunenburg

Street Closure Application



This application must be submitted:

At least **48 hours** before any construction or maintenance work.

At least **14 days** before any film activities or other planned events.

1. Contact Information

Name of Organization: _____

Contact name and position: _____

Organization address: _____

Contact phone: _____ Email: _____

If different than the above, please provide contact information for the onsite supervisor or appointed onsite contact. If applicable, attach a list of all relevant onsite contacts.

Onsite contact name: _____

Contact phone: _____ Email: _____

2. Requested Closure Information

Why are you requesting a street closure?

Construction/Maintenance Filming Other: _____

Date of street closure: _____

Start time of street closure: _____ End time of street closure: _____

Alternate weather date: _____

Attach a map or sketch of the requested closure.

Do you require barricades and signage from the Town? Yes No

If no, provide the information of the Traffic Control Persons or Organization being used:

Will local traffic only be permitted? Yes No

If no, explain why: _____

Will this street closure impact any sidewalks? Yes No

If yes, explain how you will manage pedestrian traffic and provide a detour route for pedestrians. Attach a map or a sketch of the proposed detour.

Provide details about the requested street closure (event details or type of work being conducted):

List any equipment or objects that may be at the site of the road closure:

3. Emergency Access

- All road closures require an emergency lane clear of any objects. People and activities can occupy the lane, but in most cases, no objects. For most closures, having the emergency lane run down the center of the street will be best.
- For road closures, barricades must be directly monitored by a qualified temporary workplace signer (Town staff or other) to assist in directing traffic, moving barricades as required, etc. Traffic setups must conform to the Nova Scotia Temporary Workplace Traffic Control Manual.

Write a description or attach a sketch of the emergency access route through the requested closure:

4. Conditions

Traffic setups must conform to the Nova Scotia Temporary Workplace Traffic Control Manual. Anyone involved with a street or sidewalk closure must obey all applicable provisions of the Motor Vehicle Act. An approved street closure application does not convey any special privileges or rights to exempt any portion of the Act.

Unless Council has approved an exemption or waived any or all fees related to your requested closure, it is the responsibility of the applicant to cover all costs associated with the closure.

5. Additional Conditions for Work on Streets

A minimum of 48 hours' notice is required for scheduled maintenance work. Emergency work will be case by case.

If the street closure is to occur in the winter months, the applicant may be responsible for snow and ice removal that cannot be accomplished by the Town's regular snow and ice control operation.

Work is to be performed following the Town's Noise By-law unless it meets the criteria for an exception before work commences. Applicants may apply to Council for exemption if required.

The Town retains the right to reject any submission it receives for any reason.

6. Insurance

To qualify for an approved street closure, the Applicant must satisfy the minimum insurance requirement of at least \$2 Million in coverage under Commercial General Liability insurance.

All required insurance policies must include an additional insured endorsement naming the Town of Lunenburg and its respective employees, officers, agents and volunteers as "Additional Insured" concerning liability arising from the activities conducted by or on behalf of the named insured.

All required insurance policies must include:

- A cross liability clause
- A severability of interest clause
- Blanket Contractual Liability
- Primary and Non-Contributing Liability
- Non-Owned Auto Liability
- An additional insured endorsement naming the Town of Lunenburg (including its respective employees, officers, agents and volunteers) as an "Additional Insured" under the policy.

The Applicant must provide the Town of Lunenburg with an up-to-date Certificate of Insurance before a closure can occur.

7. Agreement to Indemnify

Upon signing the application, the Applicant agrees to save harmless and indemnify and defend the Town of Lunenburg and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the Town by any person arising out of matters in any way related to any act, failure to act, or otherwise of the Applicant and its employees, officers, servants, volunteers, and agents in respect of, or pertaining to the activities described in this application.

8. Waiver of Liability

Upon signing the application, the Applicant now releases, waives, and forever discharges the Town and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or

demands for such loss or damage on account of injury to person or damage to property for which the Town may be responsible in respect of the conduct of the said event.

9. Signature

By signing this application, you agree to all conditions included within the application.

Name

Signature

Date

Completed Forms

Completed forms for construction and maintenance should be submitted directly to the Town's Traffic Authority using one of the following methods:

- Email at tjoyce@townoflunenburg.ca
- In-person at Town Hall at 119 Cumberland St., Lunenburg
- Mail: P.O. Box 129 Lunenburg, Nova Scotia, Canada, B0J 2C0.

Filming? If you're completing this form for filming activities, please submit this application to the staff member you are working with.

Office Use Only

Approved Not Approved

Notify the local fire department and ambulance service about the road closure

Approving Signature: _____

Notes for Applicant: