



Please complete this form for a road closure request for a Love My Neighbourhood event

Love My Neighbourhood is a program designed to build healthier and stronger connections between neighbours by supporting residents to organize neighbourhood gatherings and activities.

This form is to be completed if the Love My Neighbourhood event is requesting a **road closure**. All the information below must be completed in full. Signed documentation of 70 percent of neighbourhood approval in the closed area is required.

Please read all the necessary details and ensure that this form is fully completed and ready to be submitted with your application.

Road Closure Requirements

Road closure requests must go through an approval process that can take up to **6 weeks** for approvals. Roads that are requested to be closed must follow the below criteria:

- Roads should be no more than one block long.
- The road should be a residential street.
- The road should not be a major road and must be free from an active bus route.
- The road cannot be closed where it intersects with a major roadway.
- There must be clear visibility from each intersection.
- Road closure requests must be submitted a minimum of **6 weeks** before the first street closure date.

Please initial here to indicate you have read and agree to the above requirements: _____

Barricade Requirements

If a road closure is approved, City staff will arrange permits and barricades (providing a map dictating where the barricades are to be placed)

- The barricades are mandatory and considered a hard closure point with no vehicle access through them at any time the event is occurring, and the barricade is present.
- The City will provide 4-6 barricades.
- Barricade pick up and drop off will be the responsibility of the applicant during the confirmed times at Central Arena.
- If the barricades are damaged or missing, a \$100 charge will be deducted from the Neighbourhood Grant prior to applicant reimbursement.

Please initial here to indicate you have read and agree to the above requirements: _____



Terms and Conditions

The Applicant Agrees:

- To indemnify and save harmless the Corporation of the City of Burlington, its officers, employees, servants, and agents from and against any and all actions, cause of action, claims, demands, losses, damages, liability claims, suits of any nature whatsoever arising out of or in any way connected with the granting of this Permit and/or said placement on the Public Right-of-Way of the subject material and/or equipment that this Permit relates to.
- That the Applicant will be liable for any damages to Private or Public Property and/or any personal injuries suffered by any person that may occur as a result of the said placement of material and/or equipment.
- To install the barricades for the duration of the event at the predetermined location identified by staff and provided to the Applicant at the time of their permit approval.
- That the Applicant shall at all times adhere to all the rules and regulations as set out in the Ontario Traffic Manual, Book 7 Temporary Conditions.

The Permit, Unless Special Approval and/or Conditions Are Obtained and/or Stipulated by The City of Burlington:

- That the Applicant pursue every available option prior to requesting the use of the roadway or boulevard, such as driveway, front lawn, or any other areas available on site.
- That the Director of Transportation Services or designate, be authorized to make the final decision regarding the approval of the road closure, taking into the account the prevailing conditions, i.e.: weather; width of roadway; sight visibility; impact on vehicular traffic and pedestrian safety; emergency service vehicles; etc.
- Is applicable only for those roadways under the jurisdiction of the City of Burlington.
- That should ANY of the above conditions not be met, the Applicant shall be notified by a Transportation Services Representative or City of Burlington Staff liaison involved in the Road Closure process. Failure to comply with this instruction shall result in City force arranging for the removal of same and the full cost of which will be invoiced back to the Applicant.



By signing below, I acknowledge that I consent to the road closure for the Love My Neighbourhood between _____ (address) & _____ (address) on _____ (dd/mm/yyyy).

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