
THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

Policies and Procedures No. PW-02-2005	Effective Date: July 20, 2005
Title: Temporarily Close a Highway	Resolution No.:

Scope:

This policy applies to all temporary road closures in the Township of South Stormont, for either special event or construction and maintenance.

Purpose:

It is the purpose of this policy to regulate the application and procedure of all temporary road closure requests within the Township of South Stormont.

The Public Works Department maintains primary responsibility for insuring that the public can safely and effectively use the Township roadways. It is Public Works responsibility to insure that proper traffic control is maintained during any deviation from normal operations. Therefore, Public Works must approve any change to the normal operation of Township of South Stormont roadways that will take place within the public right-of-way. Public Works may refuse the use of public right-of-way on the basis of maintaining proper traffic control and operation throughout the Township.

Policy & Procedures:

Special Event Road Closures

Any event, public or private, which requires land closures on a public road in the Township requires approval. The procedure is as follows:

1. Applicant provides a written request for closure, including detour plan and equipment list. This must be provided 30 days in advance of closure. Public Works staff reviews the request and requires changes or additional resources as necessary.
2. Department generates written acknowledgement of receipt with any material changes to the closure request. Applicant is instructed to coordinate with the Ontario Provincial Police (OPP) for any additional needs.
3. Public Works notifies necessary departments, which include the OPP, Fire Departments, Land Ambulance.

Construction and Maintenance Closures

1. Applicant provides a written request for closure, including detour plan and equipment list. This must be provided a minimum of 10 business days in advance of closure. Public Works reviews the request and requires changes or additional resources as necessary.
2. If approved, the Department generates written notice conditional on any required material changes to the closure or detour plan.

3. Public Works notifies necessary departments, which include the OPP, Fire Departments, Land Ambulance.

Detour Plan

Submitted detour plans must include a 8 ½ X 11 map of the detour route showing location of necessary signage. The plan should also include a list of all equipment and personnel that will be used to properly mark and enforce the detour. Applicants in need of security or traffic control support should contact the OPP.

Signage

Applicants are responsible for providing, erecting and removing all detour and event-related signage. All traffic control and detour signage must conform to the most recent edition of the Ontario Traffic Manual – Book 7, Temporary Conditions.

Special Event Liability Insurance

Special Event Liability Insurance is available through the Township for groups and/or organizations at a cost of \$67.50 (taxes included).

Notes:

All costs incurred in regard to the process and any related fees are the responsibility of the applicant.

For further information, contact:

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