



**THE CORPORATION OF THE
TOWNSHIP OF SEVERN
TEMPORARY ROAD CLOSING
APPLICATION/PERMIT**

1. In order to obtain approvals, permit applications must be received by the Public Works Department thirty (30) days in advance if a temporary road closing affects a Municipal Highway only.
2. Note that individual agencies may require that you obtain additional permits and pay any relevant fees.
3. Please print or type the information on the application.
4. Read and follow the procedures carefully.

SECTION 1: General Information

Date of Application: _____ Fee: _____

Name of Organization: _____

Address: _____

Contact's Name: _____ Title: _____

Phone No.: _____ (Home) _____ (Work)

Name of Event: _____

Date of Event: _____

Start Time: _____ Finish Time: _____

Total Number of Participants: _____

Location(s): _____
(Start & Finish Points)

Name of Property Owner: _____

SECTION 2: Nature of Event

Describe your event (ie. parade, festival, sports tournament, bike-a-thon, etc.)

If appropriate, attach a detailed sketch of the route, including:

1. Highway(s) affected by proposed road closure;
2. Proposed detour route;
3. Proposed location(s) of warning devices and signage; and
4. A list of proposed uses of the subject road together with a sketch showing the locations of such uses.

_____ Route Sketch Attached

Has your organization ever hosted a similar event before in Severn Township? If yes, please describe.

SECTION 3: Insurance

The applicant must obtain comprehensive general liability insurance in an amount not less than two million dollars (\$2,000,000.00) per occurrence, naming the Township of Severn as an additional insured with respect to this event. ***A valid Certificate of Insurance must be presented to the Township prior to the scheduled event.***

RETURN COMPLETED FORM TO THE PUBLIC WORKS DEPARTMENT

For Director of Public Works' Use Only

_____ Approved
_____ Denied

Comments: _____

Authorized Signature
Director of Public Works

_____ Date

- c.c. Fire Department
- Municipal Law Enforcement
- O.P.P.
- Ambulance
- Simcoe County Transportation