



**TRAFFIC DISRUPTION PERMIT  
PLANNED OR EMERGENCY**

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOCATION(S) OF DISRUPTION(S): \_\_\_\_\_

PURPOSE/DESCRIPTION OF WORK: \_\_\_\_\_

IF APPLICABLE: DEVELOPMENT OR BUILDING PERMIT# \_\_\_\_\_

EXPECTED START DATE: \_\_\_\_\_ EXPECTED COMPLETION DATE: \_\_\_\_\_

APPLICABLE MAPS OF WORK SITE ATTACHED:  YES  NO

IF APPLICABLE: CONTRACTOR: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**Office Use**

**APPLICATION APPROVED:**

**APPLICATION REFUSED:**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Applicant must apply ten (10) working days prior to commencing disruption.
2. Applicant must provide a traffic control plan and detour route to the Public Works Department ten (10) days prior to commencing disruption.
3. Applicant must provide notification to all adjacent land owners, businesses, school divisions, R.C.M.P., Fire Department and any other persons affected by the road closure, in writing, at least one week prior to commencing disruption. Notification must include a drawing outlining any detour route(s).
4. Applicant will post signs advising of upcoming traffic disruption one week prior to commencing disruption.
5. Applicant must publish notification of the traffic disruption prior to commencing disruption.
6. Applicant is responsible to supply all signs and traffic control devices and flag persons necessary to complete any detour.
7. Public Works representative must approve all signs and traffic control.
8. In the event of an EMERGENCY CLOSURE, all items above will be completed immediately.
9. Proof of liability insurance, naming the City as additional insured, in the amount of \$ \_\_\_\_\_
10. Other conditions as listed below.

\_\_\_\_\_  
**APPROVER'S SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**