

PART A – APPLICATION FOR TEMPORARY ROAD CLOSURE/OCCUPANCY PERMIT



NOTE: An application for an event must be received 30 days in advance of an event.
Dates will be reserved on a first come first served basis.

4800 SOUTH SERVICE ROAD
BEAMSVILLE, ON L0R 1B1
TEL: (905) 563-8205
FAX: (905) 563-6566

NAME OF APPLICANT: _____

APPLICANT'S ADDRESS: _____

TELEPHONE: _____

NAME OF EVENT: _____

REQUESTED DATE: _____ START TIME: _____

END TIME: _____

PURPOSE OF CLOSURE: _____

NUMBER OF PARTICIPANTS: _____ FLOATS: _____ CARS: _____

STREET STANDS: _____ OTHER: _____

ASSEMBLY AREA: _____

DISMISSAL AREA: _____

DESCRIBE EVENT ROUTE/ AREA (Please attach sketch)

APPLICANT'S SIGNATURE: _____

PART B – TEMPORARY ROAD CLOSURE/OCCUPANCY PERMIT

FOR TOWN USE ONLY

PERMIT NO. _____

Police Assistance Recommended: Yes _____ No _____

Issued By: _____ Date: _____

Subject to the conditions outline on page 2, the Corporation of the Town of Lincoln hereby
authorizes the temporary closing of the following roadway(s) on (Date) _____ from
_____ to _____

Street(s) _____

PUBLIC WORKS DEPARTMENT

Application Approved: Yes ☐ No ☐

WORK PERMIT NO. _____

Town Standard Approved and Provided to Applicant: DPW 300 ☐ DPW 301 ☐ DPW 302 (50mm asphalt req.) ☐
DPW 303 ☐

Amount of Security Deposit Required: \$1,000.00 ☐ **(RESDP)**

Amount of Non-Refundable Inspection Fee: \$145.00 ☐ \$379.00 (OT) ☐ **(PWINS)**

Amount of Non-Refundable (General): \$207.00 ☐ **(FILM)**

DATE ISSUED: _____ ISSUED BY: _____

CONDITIONS OF APPROVAL

1. It is the responsibility of the applicant to contact the Police, Fire Department, etc. and provide any special services and approvals necessary for staging of an event.
2. The applicant agrees to pay the Corporation of the Town of Lincoln any costs incurred by the Town for services required as a result of the event, such as street sweeping, debris and garbage pick-up, etc.
3. The applicant must, prior to issuance of a permit provide the Corporation of the Town of Lincoln with a general liability insurance certificate in the amount not less than \$2,000,000, naming the Corporation of the Town of Lincoln as an additional named insured.
4. The applicant agrees and accepts full responsibility for the provision and maintenance of traffic control measures for safe operation of the roadway and for the protection of pedestrians, at their own expense.
5. The applicant agrees to provide the Corporation of the Town of Lincoln with a security deposit prior to issuance of a permit in the amount of \$1,000.00 (cash or certified cheque). The deposit may be used to repair damages or towards any costs the Corporation of the Town of Lincoln incurs as a result of the event. (RESDP)
6. No amounts will be refunded if the applicant has any outstanding amounts due to the Town including taxes, utilities or other. The Town has the right to offset against any amounts due before issuing a refund if applicable

MAP

