



## CLEARVIEW

### EVENT OR STREET CLOSURE

### TRAFFIC AUTHORITY PERMIT APPLICATION

#### **APPLICATION TO PERMIT TO RESTRICT THE USE OF TOWNSHIP ROADWAYS**

Complete the application information below, sign and return to the Clerks Department. Incomplete applications will not be processed. Please submit request two (2) months prior to the Event to avoid delays.

This permit is issued under the following conditions:

- 1) The highway will be kept open for normal traffic movement at all times and vehicular traffic will not be obstructed in any manner unless specifically permitted otherwise.
- 2) Entrants must obey all applicable provisions of the Highway Traffic Act at all times. This permit does not convey any special privileges or rights to exempt any portion of the Highway Traffic Act
- 3) It shall be the responsibility of the applicant to ensure that all the necessary safety precautions are taken to ensure the safety of the entrants and all other road users.
- 4) Children under the age of 8 participating in an event must be accompanied by an adult

#### **STREET CLOSURES** – for Construction/ Maintenance and /or Events

If you are closing a street, either fully or partially, to conduct construction and/or to do repair work, you must provide the following documents with your application.

-A copy of General Liabilities Insurance Form

#### Additional Conditions for Work in Streets

A minimum of two (2) month notice is required for scheduled maintenance work. Emergency work will be dealt with on a case by case basis.

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Application Date

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Signature

## **POLICY – STREET CLOSURES**

**ALL WRITTEN REQUESTS ARE SUBJECT TO THE APPROVAL OF GENERAL MANAGER TRANSPORTATION AND DRAINAGE AND MUST BE MADE TO THE MUNICIPAL ADMINISTRATIVE OFFICE, CLERKS OFFICE, 217 GIDEON STREET, STAYNER, ONTARIO BETWEEN THE HOURS OF 8:30 A.M. AND 4:30 P.M. A MINIMUM OF TWO (2) MONTHS IN ADVANCE OF THE EVENT.**

REQUEST MUST STATE:

- 1) Name of Organization sponsoring the event
- 2) Name and section of the proposed street closure
- 3) Dates and hours of proposed closure(s)
- 4) Name and phone number of three (3) contact persons
- 5) Written proposed emergency entrance procedure to the proposed closed area(s)

***The Organizers agree to notify all emergency services 48 hours prior to the closure with the date and time of the closure.***

***Huronia West OPP Detachment***

***705-429-3575***

***Clearview Fire Department***

***705-428-6230 x 401***

### ***Note:***

***It is realized that emergencies will come up on occasion, the Public Works Department in conjunction with Fire Department, Clerk's Department, and others will allow for Special Events to go ahead on limited notice.***

***Limited notice is defined as a three-week period prior to the event. Events will not be approved without proof of insurance, and other pertinent information***

**Application Information**

Name of Organization

Phone:

Cell:

Fax:

Mailing Address

Name of Applicant  
(Contact Person)

Phone:

Cell:

Fax:

E-mail Address

**Event Information**

Name of Event

Expected Number of Participants: \_\_\_\_\_

- Parade       Procession       Sidewalk Sale       Walk A Thon
- Bicycle Race     Street Festival       Filming       Running Event
- Hall Rentals     Construction

Description

Event Date/Times:

Setup: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time \_\_\_\_\_ a.m./p.m.

End Date: \_\_\_\_\_ End Time \_\_\_\_\_ a.m./p.m.

(The end time must include time allotted for cleanup)

Route

Please provide the route of the event: \_\_\_\_\_

Does the event require closure of County Roads       Yes       No

Request for Road Closure

All full road closures must be approved by General Manager Transportation and Drainage. In case of emergency, all road closures must be of an entire block (i.e.: from intersection to intersection) and must not section off a portion of a block. If there are additional streets for closure please attach an additional sheet

Street Name

From To

Street Name

From To

Street Name

From To

Street Name

From To

Purpose:

Site Cleanup/General Maintenance

As an event operator, you are responsible for the cleanup of the event site by the end time of the event specified above. Maintenance services shall include and be expected to meet routine standards in other words make it equal or better than it was. **Any additional maintenance required by the special events operator prior to or during the event shall be at the sole cost and responsibility of the event operator.**

Insurance & Liability Requirements

Every applicant shall obtain insurance no less than \$ 2,000,000 per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the Township of Clearview as an additional insured and shall protect the Township of Clearview for all claims for all damages or death arising out of any act or omission on the part of the event operator, its servants and/or agents. The policy shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without written notice to the Township. The Township of Clearview reserves the right to set higher insurance limits on events if required.

Applicants are required to submit a copy of their insurance papers from their insurer confirming that the insurance coverage held by the applicant are in accordance with the Township’s requirements at least 30 days before the event. The Township must be notified immediately of any damage that occurs to Township property. If negligent the Event Operator shall be held liable

Name of Insurance Company

Proof of Insurance Attached  Yes  No

#### Site Plan

The purpose of the site plan sketch is to allow emergency services to determine if there is adequate access to the area of the event and safety devices (i.e.: hydrants) for public safety.

On a separate page, please include a summary and a sketch of your site plan. Any portable structures or site built structures (i.e.: bleachers, tents, platforms etc.) should be indicated. Please indicate the emergency route through the area and access to safety devices for Fire Department's and EMS's approval.

#### Tents and Washrooms

Do you plan to have tents at your event?  Yes  No

If you have a single tent or a group of tents that exceed 60 m<sup>2</sup> then you must obtain a building permit. Please contact the Building Department at 705-428-6230 extension 231 for more information.

Will you use portable washrooms?  Yes  No

How Many? **(Please refer to the Ontario Building Code on Tents on the next page of this document)**

Please indicate location of tents and washrooms on your site plan.

You must insure the public has access to washroom facilities.

#### Food Services

Does your event include food concessions and/or preparation area?  Yes  No

Appropriate Special Events Food Vendor forms from the Health Unit need to be completed and permission may be required. Please contact the Clearview By-Law at 705-428-6230 ext 241 during normal working hours. ( 8:30 a.m. – 4:30 p. m. excluding Statutory Holidays) to purchase a vending permit. **(Vending Permits may not be allowed in Creemore)**

#### Alcohol

Will alcohol be served at this event?  Yes  No

If your event involves alcohol you must:

- 1) Private events the liquor license shall be purchased through the LCBO
- 2) If a Municipally significant event the license shall be purchased through the Clerk's Department

#### Creemore BIA

Events being held in the Creemore BIA area must receive a letter of support signed by the President or designate to be supplied to the General Manager of Transportation and Drainage 30 days prior to the event.



CLEARVIEW

## Tent Information Guide and Process

### When is a building permit required for a tent?

- A tent that is more than 60m<sup>2</sup> (645 ft<sup>2</sup>) in area, or
- A group of tents (spaced less than 3 m (10'0") apart that are more than 60m<sup>2</sup> (645 ft<sup>2</sup>) in area.

### Drawing requirements for a tent building permit application

1. A site plan showing the location of tent in relation to other structures and the property line (dimensions must be shown), location of fire access routes, overhead wires and washrooms and septic system where applicable.
2. Identification of duration that tent will be up.
3. Fabric specifications (material shall meet the requirements of CAN/ULC S109-M, "Standard for Flame Tests of Flame Resistant Fabrics and Films" or NFPA 701 "Standard Method of Fire Tests for Flame-Resistant Textiles and Films.).

### Additional drawing requirements for a tents more than 225 m<sup>2</sup> (2420 ft<sup>2</sup>) in area

1. Structural drawings stamped and signed by a professional engineer showing framing and anchorage requirements.
2. Interior drawings showing the location of means of egress and exit facilities, furnishings, location of fire extinguishers, exit lighting and occupant load.

### Additional Ontario Building Code Requirements for all tents

- All tents shall be at least 3m from property line.
- All tents shall be at least 3m from other tents or structures on the same property unless the tents are not intended to be occupied by the public.
- The ground under the tent and extending out to 3m from the tent shall be level and clear of all flammable or combustible material or vegetation.
- Tent fabric shall conform to CAN/ULC S109 or NFPA 701.
- Access shall be provided to within 100' (30m) of all tents for firefighting.
- Fire Code requires that there be no open flame (ie. Cooking facilities) within a tent.
- The Electrical Safety Authority requires a minimum of 3m clearance from the tent to all overhead wires.

**Additional building code requirements for tents with sidewalls, bleachers, or individual tents or groups of tents less than 3m apart and more than 225 sq. metres in aggregate area**

- Fire Department may require that a firewatch system be used, and where the occupant load exceeds 1000 persons a fire alarm system is to be installed, fire department may also require the installation of emergency lighting and portable fire extinguishers.
- If a firewatch system is used, a person shall be employed for firewatch and shall be familiar with all the safety features including the fire safety plan, conditions of exits, ensuring the means of egress (corridors, aisles) is kept clear and that regulations are enforced.
- Egress and exiting shall conform to sections 3.3 and 3.4 of the Ontario Building Code including the provision of exit signs and emergency lighting at each exit.
- Where the area between the tents is used as a means of egress the width between the stake lines shall be the required width necessary for means of egress (6.1 mm per person) but not less than 3m. This area shall be unobstructed and shall lead to an open public thoroughfare.
- Support structure and anchorage shall be designed and reviewed by a professional engineer where an individual tent exceeds 225 sq.metres (2420 sq.ft.) in area.
- Where bleachers are provided in the tent they shall be designed in accordance with the following provisions.
  - 3.3.2.8 for guard regulations
  - 3.3.2.10 for bleacher dimensions
  - 4.1.5 for loading on bleacher seats
  - 4.1.5 for bleacher structural design
- Washroom facilities (may be toilets, sanitary privies, or chemical closets) and lavatories shall be provided in accordance with the appropriate table in 3.7 for the type of occupancy and occupant load that the tent is intended to serve. Existing facilities may be sufficient.

### **Where to apply for a building permit**

To apply for a building permit please bring all required drawings to the Clearview Municipal Office, located at 217 Gideon Street, Stayner, Ontario.

### **Cost of building permit**

The cost of the permit is as per building permit fee by-law, we accept cash, cheque and debit as methods of payment. This includes the review of drawings, the building permit and building inspections.

### **Time**

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

### **Required Building Inspections**

Building inspections are booked through contacting the Building Department 705-428-6230 ext. 232. Please call in advance, same day service is only available when booked before 8:30am the day of the inspection. Required inspections include;

- Tent inspection- prior to occupancy
- Inspector will verify that tent material bears the label that the material has been tested in conformance with CAN/ULC S109 or NFPA 701

### **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable and Bell locates)

- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

**Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

**Office hours;**

Monday to Friday

8:30am –

Permits

Please attach the following items to the application, if applicable to the event. These forms are required and must be completed and received at the Clerk's Department no later than 30 days prior to the event.

- Food Service Permit
- Special Occasion Permit (LCBO)
- Burn/Fire Permit
- Fireworks (Fire Department)
- Building Permit
- Copy of Insurance Papers
- Simcoe County Road Use Application
- Vehicle Selling Food Permit
- Other \_\_\_\_\_

I/We hereby agree to the above conditions and following conditions:

- 1) To indemnify and save harmless the Township of Clearview from any and all claims and/or damages arising out of this road closing and to provide any bond or insurance which may be required in this regard.
- 2) To be responsible for any and all costs to provide and maintain sufficient traffic control measures to ensure safety for the travelling public and participants.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date of Application



**SITE PLAN SKETCH**

Approved by:

Date:

Township:

Comments

Approved by:

Date:

Public Works Department

Comments:

Checked by:

Date:

Approved by:

Date:

Police Representative:

Deptachment:

Traffic Control Signage Provided by:

Detour Provided by:

**AMBULANCE  
COMMENTS:**

Approved by:

Date:

**FIRE DEPARTMENT**

Comments:

Approved by:

Date:

