

Approval date: December 3, 2019

Resolution No.: 521/2019

**Subject: Road Closure Permits**

## Purpose

To provide guidance to City staff who have the delegated authority to issue a road closure permit to temporarily restrict or prohibit traffic in the City of Penticton.

## Scope

A road closure permit is required for any activity that affects the road right-of-way (any part of the roadway used by the traveling public, including the vehicle lanes and roadway, sidewalks, bike facilities, on-street parking, landscaping and boulevard, etc.) and for events/projects that could have an impact on:

- Mobility – including interruptions to pedestrians, cyclists and vehicular traffic; and/or
- Community – including interruptions to surrounding businesses and residents from project activity and additional parking needs.

## Policy Statement

This policy, in conjunction with the Road Closure Permit Procedure, outlines how the City will process and approve requests for road closures.

Road closures are categorized into five (5) types:

1. **Special Events** (An organized community, sporting, cultural or other activity occurring for a limited or fixed duration, held over one or more days, and affects the road right-of-way.)
2. **Construction Projects** (Activities by a contractor or any entity external to the City of Penticton which are construction related and affect any part of the road right-of-way.)
3. **Works by the City of Penticton** (Activities which affect a road right-of-way and are completed by City of Penticton staff members or Contractors working for the City of Penticton.)
4. **Third Party Utilities** (Activities which affect a road right-of-way and are completed by a company regulated under the *Utilities Commission Act*.)

5. **On-Street Containers** (The placement of a shipping container or waste container on a City street in a legal parking area for the purpose of loading/unloading.)

All road closure permit applications will address the five (5) components summarized below:

1	<b>Project Details &amp; Schedule</b>	The purpose of this section is to describe the event/project details, and activities of each stage of the event/project.
2	<b>Mobility &amp; Community Impact</b>	The purpose of this section is to describe how the project will impact road users and/or impact parking (loss and/or increased need). Measures to mitigate these impacts should be identified.
3	<b>Traffic Management Plan</b>	The purpose of this section is to provide the details of how the road closure will be undertaken to meet the City's requirements and expectations in the form of a complete Traffic Management Plan, including drawing requirements.
4	<b>Communication Plan</b>	The purpose of this section is to illustrate how the applicant will inform stakeholders/public of anticipated project impacts.
5	<b>Insurance</b>	This section specifies the insurance requirements related to the Road Closure Permit. Attach all documents that are procured at the time of submission or indicate the expected date that it will be received.

All activities which affect the road right-of-way must have an approved road closure permit. A road closure permit application that is missing required components per this policy and/or does not contain additional data requested by the City will be deemed incomplete and returned for revision and resubmittal.

If the road closure requirements change, the applicant must submit an amendment to the road closure permit.

The applicant shall ensure all activities are performed in accordance with the approved road closure permit to confirm all responsibilities and liabilities are met.

This policy should be used in conjunction with the City of Penticton's Road Closure Permit Procedure, BC Ministry of Transportation and Infrastructure's Traffic Management Manual for Work on Roadways<sup>1</sup>, the City of Penticton's Outdoor Events Guide and any applicable sections regarding road closures contained in the Traffic Bylaw and Zoning Bylaw.

<sup>1</sup> <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/traffic-engineering-safety/trafficmanagementmanual>

**Previous revisions**

None.

Certified Correct

A handwritten signature in blue ink that reads "Canderson". The signature is written in a cursive style and is positioned above a horizontal line.

for Angie Collison, Corporate Officer