ROAD ACTIVITY NOTIFICATION PROCESS (CITY/PUBLIC)

City of Ottawa - ROW Branch

Updated: June 4, 2019

Note: All stated timelines are minimums

NOTIFICATION TO CITY

Does the Road Activity require any of the following:

- Permission under Section 23 of the Road Activity By-Law to temporarily close a highway or part of a highway; and/or
- Rerouting of buses?

YES → **15 (fifteen) working days notice is required** to process an application to temporaily close a highway or reroute a bus

Work postponed or cancelled?

Two (2) working days notice (or notice as per the conditions noted on the permit) to the City before the work was originally scheduled to commence.

NO

Is the Road Activity:

- Proposed on a road classified as a collector, major collector, arterial or City freeway; and
- Will have an impact on vehicle or pedestrian traffic?

YES → **Two (2) working days notice is required** to the Traffic Management Inspector for that area including the location, start date and time and duration of the work

Note: A map showing the areas of each inspector and their contact info can be found at www.ottawa.ca/roadactivity

NO

No notice to City required.

NOTIFICATION TO PUBLIC

Will the Road Activity affect private property or its access or egress?

YES → **Two (2) working days notice** to residents, tenants and businesses of the affected properties before work commences

NO

No notice to Public required.

PUBLIC NOTICE TEMPLATE can be found at ottawa.ca/roadactivity