



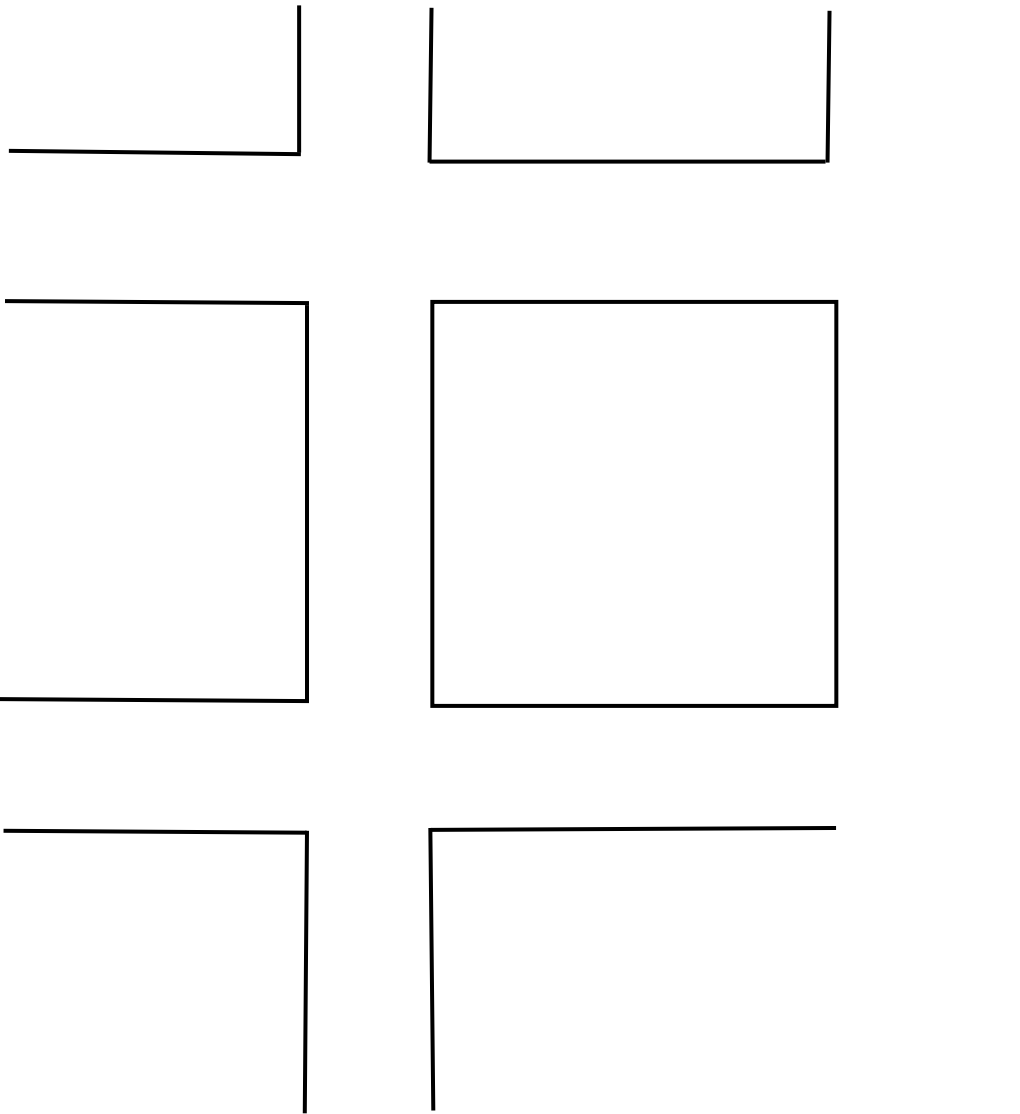
Temporary Road Closure Request Form

City requires a minimum of 15 business days to process Road Closures

A. Contact Information	
Permit holder:	Bus. Phone
Contact name:	Cell Phone:
Permit Holder Address:	Email:
B. Project Information	
Road Cut or Encroachment permit number (if available):	
City project number:	City Project Manager Name:
Service Address:	Street Name:
Road Segment:	
To:	From:
Proposed Start Date:	Proposed End Date:
C. Justification for Closure	
Alternatives:	
D. Notification to the affected public	
<i>Section 5 of the Road Activity By-law requires that residents, businesses and tenants located beside or near the work, as well as the Ward Councillor be provided with at least ten (10) working days' notice of the plan for the work and its location, the anticipated start date and duration of the work, the name of the permit holder and person performing the work, as well as a contact number that is maintained and answered 24 hours a day, seven days-a-week from the date of the notice until the work is complete. Additionally, if the work is postponed or cancelled, at least two (2) working days' notice must be provided to the same people before the originally scheduled start date of the work.</i>	
Addresses to be notified (or attach map from geoOttawa):	
E. Attached Documentation:	
i. A detailed plan of the closure area. The plan must include the work location, number of travel lanes cycle lanes, pedestrian sidewalks, Transit stops and location to any traffic control devices.	
ii. A draft copy of the notification letter to residents. The letter must be bilingual.	
F. Declaration	
I/We _____ agree to abide by the terms and conditions of the Road Activity Bylaw 2003-445, in particular section 23(1) and (2) – closure to traffic	
Date:	Signature:

Revised June 24, 2019

Detailed Sketch (or attach sketch of work to this form)



Additional Comments/explanations: