



OFFICE OF THE TOWN ENGINEER

400 Main Street, Yarmouth, Nova Scotia B5A 1G2

Telephone: 902-742-5105

APPLICATION FOR: STREET EVENT PERMIT

APPLICATION FOR PERMIT TO RESTRICT THE USE OF TOWN STREETS

Complete the application in its entirety and return to the Engineering Department. Incomplete applications will not be processed. Please submit at least 4 weeks prior to Event to avoid delays. Please print or type.

Name of Organization: _____

Description of Event or Reason for Street Closure: _____

Contact Name & Position Held: _____

Organization Mailing Address: _____

_____ **Postal Code:** _____

Contact Phone: _____ **Cell:** _____

Email Address: _____

Date of Event: _____

Beginning Time: _____ **a.m. / p.m.** **Ending Time:** _____ **a.m. / p.m.**

Rain Date: _____ **Rain Date Time:** _____

Note: Permit will be mailed unless otherwise requested.



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STREET CLOSURE:

Street Name: _____

From: _____ To: _____

Please indicate the streets to be closed on a map including any side streets that may be included and attach to the application form.

SUBMISSION REQUIREMENTS:

- 1) A copy of the notice circulated to residents / businesses affected by the street closure informing them of the event is to be attached.
- 2) A traffic management plan showing the location of street closures and any intersecting streets affected by the closure. Indicate the location and width of emergency vehicle access to the street during the closure.
- 3) Apply at least 4 weeks in advance of the street closure for the event.
- 4) Provide evidence of \$2,000,000.00 liability insurance to the town naming them as an additional insured.

Application Date: _____ Signature: _____

SUBMIT COMPLETED APPLICATIONS TO:

**Town of Yarmouth
Town Engineer
400 Main Street
Yarmouth, Nova Scotia
B5A 1G2**

FOR INQUIRIES REGARDING YOUR APPLICATION, PLEASE CONTACT:

**CHARLES GRANT HARTLEN,
TOWN ENGINEER 902-742-5105
Charles.Hartlen@townofyarmouth.ca**

This permit is subject to the following conditions:

- 1) The event organizer is responsible for all traffic control in accordance with the NS Department of Transportation's Temporary Workplace Traffic Control Manual, Latest Edition. The organizer shall arrange for all barricades, road closed signs, detour signs, etc. for the event.
- 2) Emergency access to the site shall be maintained during the closure.
- 3) All litter and debris accumulated during the road closure shall be collected and removed prior to reopening the street to traffic.
- 4) The event organizer shall be responsible to provide washroom facilities on site for the event.