

THE CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT ENGINEERING SERVICES DIVISION POLICY and PROCEDURES

POLICY NO:**SUBJECT: Temporary Lane Closure Policy****ELIGIBILITY:****PROCEDURE:****1) Purpose**

The purpose of this policy is to regulate temporary lane closures, while maintaining a balance of safety and efficiency of public road users while minimizing the risks of damage to the right-of-way.

2) Guideline

The Corridor Management Section in the Public Works Department maintains primary responsibility for ensuring the public can safely and effectively use City of Hamilton roadways. Therefore, Corridor Management must approve any change to the normal operation of all roadways and will coordinate the use of the public right-of-way on the basis of maintaining proper traffic control and operation throughout the City.

- (a) A "Temporary Road Occupancy Permit Application" must be submitted a minimum of 5 working days in advance.
- (b) Permit fees are required prior to approval, and may be requested as a letter of credit when occupancy is for an extended period of time. Fees are as approved in the existing User Fee Bylaw.
- (c) The applicant will be liable for, and shall indemnify and save harmless the City for, any damages or injuries which may arise through the execution of the work for which the permit is issued. The applicant when requested shall provide proof of public liability insurance naming the City of Hamilton as an added insured.

3) General Conditions

- i. Permits will be issued with a signature from the Public Works Department, Corridor Management Section. Permit is not valid until signed by the applicant and returned by fax or email.
- ii. Cash, Cheques, or Visa and Master Card are accepted. Cheques should be made payable to the City of Hamilton.
- iii. It is the Applicant's responsibility to ensure that the permit is on-site at all times and available for review by Municipal Law Enforcement Staff.
- iv. In addition to the processing fee above, the Applicant will be responsible for reimbursing the City for any lost revenue from occupying a parking meter space, and the applicant is responsible for the validation, meter bags, and payment at the Hamilton Municipal Parking System office.

- v. Applicants are required to pay a \$50.00 per day per lane for all lane closures.
- vi. Applicants are subject to a late fee of \$100.00 per day per lane should occupancy extend past the approved time period, or should a lane be occupied without a permit.
- vii. The right-of-way must be left in the same condition or better as existed at time of permit issue. All damage to city property shall be made good or paid for.
- viii. The applicant will be liable for, and shall indemnify and save harmless the City for, any damages or injuries which may arise through the execution of the work for which this permit is issued and shall provide proof of \$2,000,000 public liability insurance naming the City of Hamilton as an added insured.
- ix. All signing/delineation must conform with the Ministry of Transportation of Ontario Book 7 Signing Requirements for Temporary Conditions at the applicant's cost, and a plan must be submitted prior to occupancy.
- x. Occupancy is only permitted on the condition that the requirements of the City By-laws are complied with.
- xi. All works must be in accordance with and subject to the approval and satisfaction of the General Manager of Public Works.

DIRECTOR APPROVAL: _____

APPROVED DATE: _____

REVISED DATE: _____