



Applications must be submitted no later than 4 weeks in advance of requested road-use.

SPECIAL EVENT ROAD-USE PERMIT APPLICATION

EVENT DETAILS

Event Name:		Dates:	
Overview of Event:			
Setup Start	Date:	Time:	
Tear-Down End	Date:	Time:	
Location(s) of Event:	Centennial Park Civic Centre Plaza*	Millennium Park Residential Area	Quarry Lake Area Downtown
* Standard diagram available			
(Internal Use): This is Town-sanctioned / Town-sponsored event			

EVENT ORGANIZER

Organization:	Non-Profit Private
Contact:	Phone: Email:

ON-SITE EVENT OPERATIONS CONTACT

<i>Check if same as above</i>		
Organization:		
Contact Person:	Phone:	Email:

ROAD USE REQUEST

LOCATION #1			
	Date:	Road Use Start Time:	
	Date:	Road Use End Time:	
Type(s) of Road Use:	Traffic Delay less than 20min Parking Lot or Parking Restrictions	Full Road Closure Structure on Road (Archway, Obstacles, etc)	Trail Use
LOCATION #2			
	Date:	Road Use Start Time:	
	Date:	Road Use End Time:	
Type(s) of Road Use:	Traffic Delay less than 20min Parking Lot or Parking Restrictions	Full Road Closure Structure on Road (Archway, Obstacles, etc)	Trail Use



Skip to page 3 if no further locations needed.

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ROAD USE REQUEST – Additional Locations

LOCATION #3			
	Date:	Road Use Start Time:	
	Date:	Road Use End Time:	
Type(s) of Road Use:	Traffic Delay less than 20min	Full Road Closure	Trail Use
	Parking Lot or Parking Restrictions	Structure on Road (Archway, Obstacles, etc)	
LOCATION #4			
	Date:	Road Use Start Time:	
	Date:	Road Use End Time:	
Type(s) of Road Use:	Traffic Delay less than 20min	Full Road Closure	Trail Use
	Parking Lot or Parking Restrictions	Structure on Road (Archway, Obstacles, etc)	
LOCATION #5			
	Date:	Road Use Start Time:	
	Date:	Road Use End Time:	
Type(s) of Road Use:	Traffic Delay less than 20min	Full Road Closure	Trail Use
	Parking Lot or Parking Restrictions	Structure on Road (Archway, Obstacles, etc)	
LOCATION #6			
	Date:	Road Use Start Time:	
	Date:	Road Use End Time:	
Type(s) of Road Use:	Traffic Delay less than 20min	Full Road Closure	Trail Use
	Parking Lot or Parking Restrictions	Structure on Road (Archway, Obstacles, etc)	
LOCATION #7			
	Date:	Road Use Start Time:	
	Date:	Road Use End Time:	
Type(s) of Road Use:	Traffic Delay less than 20min	Full Road Closure	Trail Use
	Parking Lot or Parking Restrictions	Structure on Road (Archway, Obstacles, etc)	

EQUIPMENT REQUIREMENTS

Supplying own equipment (ex. barricades)

Equipment to be supplied by the Town of Canmore*

Delivery/return of equipment by the Town of Canmore needed*

Town of Canmore Support with setup and removal of equipment needed*

**Fees will apply*

REQUIRED CONDITIONS (Select all that apply)

Relevant Neighbour Notice – Required for traffic interruptions of more than 20 consecutive minutes. This must be printed and distributed to affected businesses and residents.

Public Notice (Town-approved) – Required for traffic interruptions of more than 20 consecutive minutes. Closure information must be published in the Rocky Mountain Outlook newspaper for the two editions immediately prior to the event. Advertisement to include: dates/times of interruption/closure, detour route with map and contact information of event representative.

Certified Flag Person - Responsible for safely controlling all modes of transportation at each road closure location. To be a flag person or a traffic control person in Alberta, the person must possess an A.C.S.A. (Alberta Construction Safety Association) Certificate.

All Certified Flag Persons must wear currently-approved CSA safety vests and use STOP/SLOW paddle. At all times they must be alert and present in their assigned location to perform traffic control duties.

Marshal – May assist with crowd control or to provide event information or detour directions in a controlled roadway zone. Prohibited from managing traffic into, through or out of a closed roadway zone.

Important Note: The above are the responsibility of, and at the expense of the event organizer.

ADDITIONAL CONDITIONS: (Internal Use)

ATTACHMENTS INCLUDED (Select all that apply)

Diagram of proposed interruption or closure of trail, road, sidewalk, parking or right-of-way.

Copies of Flag Persons' A.C.S.A certificate(s)

Public Notification, and Relevant Neighbour Notice. See Definitions section for

APPLICANT SIGNATURE

By signing this application, the applicant confirms that they have read and agreed to the terms included in the application and will abide by all conditions requested by the Town of Canmore.

Applicant Name

Applicant Signature

Date

AUTHORIZED APPROVAL OF PERMIT (Internal Use)

Required	N/A	Department	Name	Signature	Date
		Street & Roads			
		Engineering			
		Parks			
		Fire Department			
		Bylaw / RCMP			