



Town of Altona
Temporary Street Closure Policy

PURPOSE

The Town of Altona recognizes the importance of community events and activities that may require temporary street closures. This policy establishes clear procedures for approving and managing such closures to ensure public safety, minimize disruptions, and maintain access for emergency services.

SCOPE

This policy applies to all temporary street closures within the Town of Altona, including closures for block parties, community events, sales, construction, or other activities.

PRINCIPLES

The Town of Altona encourages community-building activities such as block parties and public events. Proponents are urged to plan responsibly to ensure minimal disruption to the broader community.

POLICY STATEMENTS

1.0 Temporary Closures Lasting Less Than One Day

Requests for street closures lasting less than one day may be approved by Town of Altona Administration.

Approval Considerations:

- Location of the closure.
- Impact on traffic and residents.
- Safety of participants and the public.
- Access for emergency vehicles.

Proponent Responsibilities:

- **Notification:** Provide written notice to all affected residents and businesses at least one week in advance.
- **Signage and Barricades:** Arrange appropriate signage and barricades to mark the closure. Barricades can be borrowed from the Public Works Department and must be returned in good condition.
- **Access:** Emergency vehicles must always have unrestricted access during the closure with a minimum width of 10 feet required for the passage of emergency vehicles.
- **Clean-Up:** Ensure the street is returned to its original condition after the event.

Administrative Responsibilities:

- Notify local emergency services (e.g., police, fire, ambulance) and Public Works of the approved closure.
- Inform Council of the closure through email or other appropriate methods.

2.0 Temporary Closures Lasting More Than One Day

Requests for street closures exceeding one day must be approved by a resolution of Council.

Approval Considerations:

- Same factors as closures lasting less than one day.
- Additional considerations for prolonged impact on traffic, residents, and businesses.

Proponent Responsibilities:

- **Notification:** Provide written notice to affected residents and businesses at least two weeks in advance, and submit proof of notification to the Town.
- **Signage and Barricades:** Arrange and maintain appropriate signage and barricades throughout the closure period. Barricades can be borrowed from the Public Works Department and must be returned in good condition.
- **Access:** Emergency vehicles must always have unrestricted access during the closure with a minimum width of 10 feet required for the passage of emergency vehicles.
- **Clean-Up:** Ensure the street is clean and free of debris upon reopening.

3.0 Application Process

- **Submission:** Proponents must submit a completed Temporary Street Closure Application Form (see Appendix A) to the Town at least 30 days before the proposed closure date.
- **Review:** The application will be reviewed by Administration or referred to Council if required.
- **Decision:** Applicants will be notified of the decision and any conditions for approval.

4.0 General Provisions

The municipality reserves the right to deny any request if it poses significant safety risks or undue inconvenience.

The municipality may revoke approval if the proponent fails to meet the conditions outlined in this policy.

Appendix A – Temporary Street Closure Application Form

Applicant Information

Name of Applicant/Organization: _____

Contact Person: _____

Phone Number: _____

Civic Address: _____

Event Information

Reason for Closure:

- Block Party
- Community Event
- Construction/Maintenance
- Other: _____

Date(s) of Closure: _____

Start Time: _____ End Time: _____

Proposed Street(s) to be Closed: _____

Estimated Number of Participants: _____

Notification Plan

How will you notify affected residents/businesses?

- Door-to-door flyers
- E-mail
- Other: _____

Insurance and Liability

Do you have liability insurance for the event? Yes No
If yes, attach proof of insurance.

Acknowledgments

By signing this application, I acknowledge and agree to the following:

- I will ensure that the street is left clean and returned to its original condition after the event.
- I will ensure that emergency vehicles have unrestricted access to the street during the closure (minimum width of 10 feet required for the passage of emergency vehicles).
- I will adhere to all municipal regulations and the conditions of approval.
- I understand that the municipality reserves the right to revoke approval if conditions are not met.

Signature of Applicant: _____

Date: _____

For Office Use Only

Application Received On: _____

Approval Status: Approved Denied

Conditions of Approval: _____

Reviewed by: _____ Date: _____

Signature: _____