



PURPOSE:

To establish guidelines to process requests for road closures under the authority of the Town of Conception Bay South.

PROCEDURE:

- Any party doing work on Town roads not on behalf of the Town, such as a developer, private contractor, or commercial business, that requires a road closure must submit a written request to the Department of Engineering and Public Works at least 7 days before prior to the proposed road closure date.
- The request should outline the reasoning for the closure, estimated time period and a short explanation of the proposed detour.
- A road closure will only be granted if it is deemed absolutely necessary in order to complete the task with a suitable, available detour. A closure is granted at the discretion of the Director of Engineering and Public Works or assigned representative.
- Access to properties must be maintained at all times and all Occupational Health and Safety regulations must be followed with respect to construction and traffic management.
- When a road closure is granted the following conditions must be addressed and approved by Town staff at least 72 hours prior to the planned closure. All costs associated with these conditions will be the responsibility of the applicant.
 - Hand delivered notices to be distributed to properties on the impacted street(s).
 - A detailed notice to be submitted for posting on the Town's website and social media pages.
 - Radio ads (three times daily) to be placed giving notice of the closure and detour. This item may have some discretion if the work is 4 hours or less and the traffic impacts are considered minimal.
 - A traffic management plan for the closure and detour must be submitted and accepted by the Town.
 - All emergency first responders and NLESD for school bussing routes must be informed about the closure and detour.



Town of Conception Bay South Corporate and Operational Policy

Title: Road Closure Policy
Policy Number: 092

Resolution Number: 21-096
Date Approved: March 16, 2021

- All other relevant permits must be in place before the road can be closed.
- All relevant safety/detour signage must be in place before the road can be closed.

The Town reserves the right to cancel/delay a road closure at any time, at no cost to the Town, should any of the required conditions not be in place or another urgent matter arises.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: