



# The Corporation of the Village of Salmo

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## TEMPORARY ROAD/LANE CLOSURE REQUEST & APPROVAL FORM Social, Recreational, Athletic, Community & Cinematographic Events

APPLICATION IS HEREBY MADE FOR A TEMPORARY ROAD CLOSURE AS INDICATED BELOW:

APPLICANT: (Organization/Group)	
STREET SECTION TO BE CLOSED:	
DATE & TIME OF CLOSURE:	
REASON FOR CLOSURE:	
APPLICANT INFORMATION:	CONTACT PERSON:
	ADDRESS:
	PHONE:
	EMAIL:
PLANNED EVENTS:	

### RESPONSIBILITIES OF THE APPLICANT:

	Certificate of Liability Insurance naming "The Corporation of the Village of Salmo" as additional insured.
	Site Plan depicting the layout of the event and road closure area.
	Special Event License [ONLY required for events attended by more than 1,000 people as per Bylaw No. 271, 1983].

*Note: Approval for the temporary road/lane closure is only provided for the time and periods noted on this form and cannot be changed on the day of the event. If changes are required to the approved time period, the information must be re-submitted to the CAO for approval as soon as possible prior to the event.*

### RESPONSIBILITIES OF THE VILLAGE OF SALMO:

	Notification of Village Officials (Mayor & Council, Civic Works, etc.)
	Notification of all Emergency/Other Village Services and Provision of a Copy of Notice to: <ul style="list-style-type: none"><li>• Salmo Police Services</li><li>• Salmo Fire Department</li><li>• Salmo Ambulance Services</li></ul>
	Written notification to property owners, residents and/or businesses abutting the affected road section to be closed.
	Delivery and set up of advance notice signs, barricades, traffic control signage and devices by Village staff for the duration of the road closure.
	Removal of barricades, signage and traffic control devices by Village staff following the event.

*I/We hereby agree to comply with the requirements and responsibilities as detailed on this form and any other condition which may be required by the Chief Administrative Officer, Village of Salmo.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

Approved by:

\_\_\_\_\_  
Diane Kalen-Sukra, Chief Administrative Officer

\_\_\_\_\_  
Date

File: 5400-04

Completed forms can be faxed to (250)357-9633 or emailed to [info@salmo.ca](mailto:info@salmo.ca).