



# Application for Special Roadway Event

315 Jespersen Avenue  
Spruce Grove, Alberta T7X 3E8  
E-Mail: [events@sprucegrove.org](mailto:events@sprucegrove.org)

General Manager – Planning & Infrastructure Approval

Date

Completed applications are to be submitted to the Event Coordinator, City of Spruce Grove, 315 Jespersen Avenue, Spruce Grove, AB T7X 3E8. Applications must be received no later than 30 days prior to the event.

**ALL SECTIONS MUST BE COMPLETED IN FULL**

**SECTION I (Organization requesting/organizing the event)**

I/We hereby make application under the provisions of the City of Spruce Grove Traffic Bylaw No. C-911-15 for a Special Roadway Event Permit. A copy of the Traffic Bylaw No. C-911-15 can be viewed at [www.sprucegrove.org](http://www.sprucegrove.org), City Government, Bylaws.

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ For-Profit  Not-for-Profit

Organization's Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**SECTION II (Individual completing the application)**

I, (Print name) \_\_\_\_\_, hereby certify that: (please check one)

\_\_\_\_\_ I am an executive member of the above noted organization; or

\_\_\_\_\_ I have been designated as the representative of the organization (written consent attached)

Signature: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (work) Email: \_\_\_\_\_

**SECTION III (About the event)**

Name of the Event: \_\_\_\_\_ Please provide a brief explanation of the nature or purpose of the event.

Date of the event \_\_\_\_\_ Start time of the event \_\_\_\_\_ End time of the event \_\_\_\_\_

(Location of the proposed event)

Start - Street Address \_\_\_\_\_ End - Street Address \_\_\_\_\_

Indicate the roadways involved in the event route: \_\_\_\_\_

Route: \_\_\_\_\_ Kilometers

Requested length of time for Road Closures including setup and tear down: \_\_\_\_\_

Attach 1 paper copy of a site plan or event route.

Proof of comprehensive general liability insurance to the extent required by the city must be provided prior to approval.

*\*NOTE\* Page 2 must be completed for Road Closure Application*

# Application for Special Roadway Event (Road Closure)

City of Spruce Grove  
 315 Jespersen Avenue  
 Spruce Grove, Alberta T7X 3E8

Fax: (780) 962-2526  
 Email: [events@sprucegrove.org](mailto:events@sprucegrove.org)

## Permission for a Special Roadway Event Road Closure.

To facilitate the Special Event or parade on Page 1 of this document, road closures will be permitted subject to acceptance of the following conditions:

1. That you are authorized to make this application on behalf of your organization/agency.
2. That you are the contact person in charge of the function.
3. That you will accept all responsibility for any damage to City property.
4. That you will accept all responsibility for any damage to private property.
5. That you will arrange to provide safe marshalling for all road crossings.
6. That you will arrange to barricade the street during the time of the function and remove the barricades at the conclusion of the function. (Arrangements with either the Public Works Department or a local rental company regarding the barricades and signage required for this event).
7. That you will not hinder the use of the designated street(s) by emergency vehicles.
8. That all activity will be completed consistent with the City's Safe Work Procedures.

This permit is only valid for the date(s) and time(s) that are specified on page one of this application.

**Applications for sign permits must be made through the City of Spruce Grove's Planning Department.**

Please choose from the following:

- We are NOT applying for road closures (route may affect roads, but will not close roads).
- We are applying for road closures (details provided on Page 1)
- I accept the above conditions (only if applying for road closures)

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**

The personal information collected through this form is for administering the **Special Roadway Event planning within the City of Spruce Grove**. This collection is authorized by section 4(c) of the Protection of Privacy Act.  
 For questions about the collection of personal information, contact the Access and Privacy office, City of Spruce Grove, at 780-962-2611 or email at [ATIA@sprucegrove.org](mailto:ATIA@sprucegrove.org).

<b>FOR OFFICE USE:</b>	Enforcement Services	<input type="checkbox"/> Notified	<input type="checkbox"/> Approved
	City of Spruce Grove Fire/EMS Department	<input type="checkbox"/> Notified	<input type="checkbox"/> Approved
	RCMP Spruce Grove/Stony Plain Detachment	<input type="checkbox"/> Notified	<input type="checkbox"/> Approved
	Public Works Department	<input type="checkbox"/> Notified	<input type="checkbox"/> Approved
	Planning and Infrastructure	<input type="checkbox"/> Notified	<input type="checkbox"/> Approved
	Cultural Services – Event Coordinator	<input type="checkbox"/> Notified	<input type="checkbox"/> Approved