

**CLERKS DEPARTMENT  
ROAD OCCUPANCY APPLICATION (FOR  
SPECIAL EVENTS)  
FORM-CLK-105**



2585 King Road  
King City, ON L7B 1A1

### Application Process

To apply for a Road Occupancy Permit (for Special Events) within the Township of King, please complete the following form and submit it to the Clerks Department a minimum of one month in advance of the scheduled activity to allow time for adequate review and processing. **For events that require a full road closure, please submit at minimum of two months in advance of the scheduled activity.**

Applications may be submitted by e-mail to [clerks@king.ca](mailto:clerks@king.ca), by mail, or in person to the Township of King at 2585 King Road, King City, ON, L7B 1A1.

Submitted applications are circulated to internal Staff and partner agencies for comment. The requested occupancy will be approved upon the satisfaction of the Clerks Department that all conditions have been met by the applicant and any comments or questions from Staff and partner agencies have been addressed.

### Applicant Information

Applicant Name	
Organization (if applicable)	
Position within organization	
Address	
Postal Code	
Telephone #	
E-Mail Address (optional)	

### Occupancy Request Details

Event Title	
Date of Event	
Time(s)	
Event Type (check one)	<input type="checkbox"/> Athletic Event (e.g. Pedestrian or Cycling Race) <input type="checkbox"/> Parade/Procession <input type="checkbox"/> Social Function/Special Event
Occupancy Type	<input type="checkbox"/> Occupancy only (no closure) <input type="checkbox"/> Temporary/Rolling Closure <input type="checkbox"/> Full Closure
Roads to be occupied or closed	
<i>(Please include a complete route map with application)</i>	

**Activity Description & Details**

Provide a description and any additional information regarding the proposed activity (additional pages may be attached as needed):

**Terms and Conditions**

By submitting this application, the applicant agrees to abide by the following terms and conditions:

- 1. The applicant shall submit the following documentation to the Township of King:**
  - a. Completed Road Occupancy Permit application form;
  - b. Certificate of Insurance in a minimum amount of \$2,000,000 naming the Township of King as a co-insured;
  - c. Signed Release/Waiver/Indemnity Agreement;
  - d. Route or Event map indicating all roads to be occupied or closed;
  - e. If deemed necessary by York Regional Police, proof that YRP paid off-duty officers will be available for the event for safety purposes; and
  - f. If deemed necessary by the Township Clerk, a completed Road Occupancy Cleanup Deposit form and certified cheque deposited with the Township in an amount to be determined by the Clerk to cover potential Township costs associated with clean-up after the event.
2. The applicant shall pay the cost of providing all signs, barricades, delineators, and other traffic control measures, including York Regional Police paid off-duty officers required to assist with traffic movement during the event as deemed necessary by York Regional Police. Traffic control devices such as signs, barricades, and delineators may be provided by the Township of King Operations Department upon request.
3. The applicant shall obtain any necessary approvals from the Regional Municipality of York or the Ministry of Transportation of Ontario should the proposed occupancy take place on a road under either organization's jurisdiction within the Township of King.

4. Permission must be obtained from Hydro One for any use of hydro poles for the attachment of barriers, flags, etc.
5. The applicant must make provisions for access to private properties for personal and emergency purposes on any closed portion of a road.
6. Individuals in attendance are expected to abide by all other Township By-laws including but not limited to Parking By-law #2005-36 and Noise Control By-law #81-142. On-street parking is restricted to a maximum of three hours unless otherwise posted; exemption to Noise By-Law #81-142 will be required for the use of any amplified sound system. Consideration for extended parking hours will be considered upon request by the applicant.
7. If in the opinion of the Township the location is not properly cleaned following the event, the Township shall undertake to do any work necessary to restore the site to its prior condition on behalf of the applicant. Associated costs shall be deducted from the applicant's deposit and, if in excess of the deposit, the applicant shall pay the balance forthwith on receipt of an invoice.
8. The applicant shall contact the York Region Health Department with respect to regulations governing food preparation and service, washroom facilities, garbage receptacles and disposal facilities. Further clarification can be obtained from the York Region Health Department, 905-762-2090 or Toll Free, 1-800-361-5653.
9. The applicant shall comply with any other conditions as specified by the Township Clerk.
10. Issued permits may be revoked by the Clerk's Department if the permit is determined to have been granted as a result of false or misleading information, an error in administration, or non-compliance with any terms and conditions established under the permit.
11. Failure to comply with any terms and conditions of an approved Road Occupancy Permit may constitute grounds for refusal of any subsequent future requests by the applicant.

### Agreement and Signature

By submitting this application, the applicant affirms that the facts set forth in this document are true and complete.

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

\_\_\_\_\_  
Date

***Thank you for your interest in complying with the Township of King Road Occupancy Permit application process.***

Personal information (PI) is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the road occupancy permit application process. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Should you have any questions or concerns regarding the collection of personal information (PI), please contact the Clerks Department, King Township, 2585 King Road, King City, L7B 1A1 (905) 833-5321.

# Clerks Department Road Occupancy Permit Release, Waiver and Indemnity



**IN CONSIDERATION OF** permission being granted, at my request, to allow:

\_\_\_\_\_,  
to occupy Township of King road allowances for the purposes of:  
\_\_\_\_\_.

I, for myself, my heirs, executors, administrators, successors, and assigns (the "Releasees"), HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE the Corporation of the Township of King and its agents, officials, employees, contractors, representatives, elected and appointed officials, successors and assigns OF, AND FROM ALL claims, demands, damages, costs, expenses, actions and causes of action whether in law or equity in respect of death, injury, loss or damage to any person or property, HOWSOEVER CAUSED, arising or to arise during or by reason of the said Event.

I FURTHER HEREBY UNDERTAKE TO HOLD AND SAVE HARMLESS AND AGREE TO FULLY INDEMNIFY the Releasees from and against any and all claims, demands, costs, expenses, actions, and causes of action incurred or arising as a result of or in any way connected with, the Event.

EXECUTION OF THIS STATEMENT IS AN ACKNOWLEDGEMENT THAT THE UNDERSIGNED HAS READ, UNDERSTOOD AND AGREED TO THE ABOVE WAIVER, RELEASE AND INDEMNITY.

\_\_\_\_\_  
Name of Applicant or Responsible Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Applicant or Responsible Officer

\_\_\_\_\_  
Date

**Permit Approved:**

\_\_\_\_\_  
Township Clerk (Or Designate)

\_\_\_\_\_  
Date

This permit is issued solely for the locations herein specified and is subject to the applicant complying with all applicable statutes and By-Laws and the terms herein set forth. This permit shall be subject to cancellation at any time without notice at the discretion of the Township Clerk or his or her Designate.