

**Application
Road Occupancy Permit-
Special Events, Parades,
Walkathons, Marathons**



City Of Mississauga
Transportation and Works Department
Traffic Operations Section
3185 Mavis Rd
Mississauga ON L5C 1T7
Tel: (905) 615-3200 ext 5131 Fax: (905) 615-3172
traffic.permits@mississauga.ca

Personal Information on this form is collected pursuant to Section 286 (c) of the Municipal Act 2001, SO 2001, c.25 and City policy 04-05-02, and will be used for the purposes of administering City of Mississauga By-Law 487-78, as amended. Questions about this collection should be directed to the Traffic Operations Section at 3185 Mavis Road, Mississauga, ON L5C1T7, 905-615-3200 ext. 5131, traffic.permits@mississauga.ca

Applicant Information

Applicant Name In Cooperation With
Address E-mail
City Prov Postal Code

Contact Name Contact # Fax #: Cell #

Event Details and Location

Purpose of Event
Location
(address, intersection and/or route)
Start Point End Point
Start Date Completion Date
Start Time Completion Time
Estimated number of Participants
Type of Vehicles Number of Vehicles
(including floats, displays) if applicable

Comments

IMPORTANT INFORMATION TO THE APPLICANT

1. Work on City Rights of Way is not permissible without a Road Occupancy Permit

2. Applications for temporary road closures shall be filed twelve (12) weeks in advance of the special event
3. The applicant must obtain the necessary approvals from all the appropriate authorities that will be impacted by this application
4. A copy of the approved permit must be available on the location at the time of the event
5. The requirements of the "road occupancy" pertaining to any aspect of the approved permit shall be to the satisfaction of the Commissioner of Transportation and Works, **otherwise the event will be closed until those requirements have been met**
6. Any alterations to this permit must be approved by the Transportation and Works Department prior to such changes taking place
7. Include a detailed sketch of the route and affected highways (including placement of marshals/volunteers on duty and barriers)
8. Banners can only be displayed for a maximum of ten (10) days and cannot obstruct traffic signs or traffic signals
9. Prior to determining if a temporary road closure should be permitted, the Commissioner of Transportation and Works may consult with the Chief of Police, Fire Chief, the Director of Mississauga Transit, other emergency response providers, affected utilities, affected property owners and any other person or agency who may be deemed to have an interest in this application.
10. Proposed event routes, or sections thereof, will be considered based on a number of factors, including but not limited to, roadway classification, proximity to Highways 401, 403, and the Queen Elizabeth Way, traffic volume, proximity to hospitals and fire halls, and lack of alternative detour routes

11. Insurance requirements

No permit will be issued without proof of valid insurance.

The certificate of liability insurance must be provided a minimum of six (6) weeks prior to the event (large events are expected to provide the insurance certificate earlier than stated, as advised by the Transportation and Works Department). This application will not be processed without proof of insurance.

Coverage requirements are:

Comprehensive General Liability insurance with a minimum of \$2 million or
Comprehensive General Liability insurance with a minimum of \$5 million
as determined by the Transportation and Works Department

Insurance certificate must name The Corporation of the City Of Mississauga and The Region of Peel as additional insured.

The Certificate must bear the original stamp and signature of the insurance company. The Certificate must be valid throughout the period for which the permit is issued.

A PDF of the City of Mississauga's Insurance Certificate for Road Occupancy Permit Application is available at www.mississauga.ca/portal/services/twformscentre

12. Fees

Special Events - \$125.00 plus applicable taxes

If work is required by City staff, costs will be charged in addition to permit fee.

Fee may be waived for groups affiliated with the City through the Volunteer Group Liaison Program or registered charities based in Mississauga

13. Security Deposits may apply and will be assessed on a permit by permit basis

14. Method of Payment

Cash
Certified Cheque

Uncertified cheques will not be accepted.