

SIGN STATION/TEMPORARY STREET CLOSURE APPLICATION

(Check all that apply)

Sign Station Temporary Street Closure
Application approvals are subject to current COVID-19 Provincial Health Orders.

Submit form to City Hall
 410 Esplanade, Ladysmith or
 email to info@ladysmith.ca

1. EVENT INFORMATION		
EVENT:	DATE(S):	APPLICATION DATE:
2. CONTACT INFORMATION		
NAME:	ORGANIZATION:	
MAILING ADDRESS:		EMAIL:
CITY:	PROV	POSTAL CODE:
PHONE NO:	CELL NO:	FAX NO:
3. SIGN STATION REQUEST		
SIGN STATION(S) REQUESTED:	<input type="checkbox"/> Cenotaph (North)	<input type="checkbox"/> Davis Road (South)
DISPLAY DATES REQUESTED: Display updated Mondays (Note 2 week display limit – unless otherwise approved)		
DESIGN GUIDELINES FOR SIGN Material: 4' x 8' coroplast Letter Size: Minimum 6" for primary letters Content: Primary – community event and date(s); Secondary – graphics or sponsor logo		
4. STREET CLOSURE REQUEST		
STREET REQUESTED FOR CLOSURE:	ROAD 1:	ROAD 2: If applicable
FROM (CLOSEST CROSS ROAD):		
TO (CLOSEST CROSS ROAD):		
DATE(S) REQUESTED:		
TIME CLOSED: (ex. 3:00 p.m. – 5:30 p.m.)		
5. DETAILS		
ARE BARRICADES NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Number Required:
WILL TRANSIT NEED TO BE REROUTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER INFORMATION:		
6. COVID-19 AND ISLAND HEALTH APPROVAL		
COVID-19 Safety Plan attached	<input type="checkbox"/> YES	Island Health approval <input type="checkbox"/> YES <input type="checkbox"/> N/A
PLEASE USE MAP ON REVERSE SIDE TO MARK SECTION(S) OF STREET(S) REQUIRING CLOSURE		

The personal information on this form is collected under the general authority of the *Community Charter and Freedom of Information & Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.



Frank Jameson
Community
Centre

Lady Smith
Secondary
School

Lady Smith
Primary
School

Fire
Hall

TOL Public
Works Yard

RCMP

