



PROCESS

Road/Sidewalk/Lane Temporary Closure

Road / Sidewalk / Lane temporary closures are requested for different projects such as;

- Parades
- Block Parties
- Run / Walk events
- Water line repairs
- Telephone line repairs
- Cement repairs
- Construction
- General improvements

Attached is the request form that is to be filled out by the requester 7 days prior to the closure.

Closure process:

1. Fill out a Road / Sidewalk / Lane Temporary Closure Request Form
2. Send completed form to the City Clerk's Office
3. City Clerk's Office will provide a copy of the request and all pertinent information to affected City of Leduc departments by email, fax or hand deliver.
4. Once request / maps / terms & conditions have been reviewed and approved by all departments the City Clerk's Office will then contact the requester to have the terms & conditions signed.
5. Requester is to send a copy of the signed terms & conditions back to the City Clerk's Office.
6. Upon receipt of the signed terms & conditions the City Clerk's Office will release the approved permit to the requester.

CONTACT INFORMATION

City of Leduc

City Clerk's Office

#1 Alexandra Park

Leduc, AB T9E 4C4

Phone: (780) 980-7177 Fax: (780) 980-7127

lknoBLOCK@leduc.ca or mhormazabal@leduc.ca



**Road/Sidewalk/Lane Temporary Closure
Permit Request**

Application must be complete to be considered, a minimum of 7 days notice is required.

Date submitted request: _____

Company Name: _____

Main Contact Name: _____

Email Address: _____

Address: _____
(City/Prov) Postal Code

Office #: _____ Cell#: _____ Fax#: _____

Address specifications (please attach a map):

Start date of project: _____ End date of Project: _____

Reason for Temp Closure:

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