



Plus 15 Closure Application (External)

Summary

Intent of this document: The document identifies the expectations and procedures that are required to apply for a temporary Plus 15 closure. This ensures transparency, minimizes disruptions, and maintains positive relationships within the downtown community. Closure reviews will be completed to ensure that any closure minimizes impacts on directly affected groups

Plus 15 Closure Application Process

The following summarizes the process for applicants completing a Plus 15 closure request to The City of Calgary.

1. Closures Requiring Approval

The first step in this process is to determine whether your proposed temporary closure requires an application for approval. If no application for approval is required, notice to The City via 311/Email as described in Table 1 is sufficient.

Type of Closure	Closure Length	Notification to City	Application Necessary
Emergency	Varies	As soon as possible	No
Short Term	Less than 1 week	1 week in advance	No
Standard	Between 1 week to 1 month	2 weeks in advance	Yes
Long Term	Over 1 month	2 months in advance	Yes

Table 1. Notice and application requirements by closure type/length.

2. Interest Holder Identification

The applicant must identify all relevant adjacent interest holders. It should consider the following:

- a. Identify the affected buildings that will be impacted by this closure.
- b. Adjacent properties should be informed of the upcoming proposed closures. Any concerns raised by the affected properties should be recorded and communicated to The City during the application form submissions.
- c. It is the applicant's responsibility to identify the affected properties and groups. Typically, this would include the buildings adjacent to the Plus 15 bridge/easement area proposed to be closed, of which the buildings are connected to the Plus 15 network. Note that public consultation is typically not required as part of the application process.
- d. Applicant to identify all affected properties/bridges clearly on a map that is to be submitted as part of the application process. Applicant is free to use their own map or the map available on The City of Calgary's Plus 15 webpage.

3. Complete Application Form

To standardize and expedite the closure process The City has prepared a form that is to be submitted for standard and long term closures.

The following sections on the application form require specific attention:

a. Applicant Details:

Provide details on the contact information of the applicant of this closure request.

b. Project Details:

The project details should provide enough information regarding the proposed closure so that The City can review what steps have been taken to assess the impact. Some key details for applications to note are as follows:

i. Duration of Closure:

The duration of the closure should be specific to the exact expected dates of closure and re-opening. If changes are made to the closure dates, an updated application form must be submitted to The City and will be treated as a new closure request.

ii. Closed Plus 15(s)/Easement Areas:

Provide details on which Plus 15 bridges and buildings with easement areas will be closed. A map should be included with the application which indicates the areas of closure. See the attachment at the end of this process document for an example of a completed closure application form.

iii. Reason for Closure:

Provide details on the reason for closure. Include details on alternatives that were considered and why they are not feasible.

iv. Mitigation Measures:

Provide details of measures used to help mitigate and minimize the technical impacts to the network (ex. measures to ensure the closed bridges are heated and do not freeze during the winter).

v. Affected Building/Notification:

Closure applicants are expected to notify the affected property owners of the upcoming closure. Typically, the affected properties will be the Plus 15 connected buildings which are adjacent to the Plus 15 being closed, however this may differ depending on the specific details surrounding a closure. Affected properties should be identified in a map.

c. Closure Requirements:

The closure requirements sections detail the additional requirements surrounding a closure. This section also has an area for The City to note any additional closure



requirements as part of this approval. See the example application at the end of this document for details on additional documents to provide. Note that the expected timeline for submitted closures is as follows:

- i. **Standard (Closure of between 1 week to 1 month long):** Notified a minimum of 2 weeks in advance.
- ii. **Long Term (Closure greater than 1 month):** Notify City at minimum 2 months in advance. For long term closures, a reminder notification should be sent out 3-5 days before commencement.

d. **Applicant Declaration:**

This section is for the applicant and The City to sign off on the closure approval.

4. **Send Application to The City for Review**

Once the other steps have been completed the applicant must submit the completed form to **plus15@calgary.ca** for review. The City will review and follow up with the applicant if any additional details are required. Application review times will be approximately 5 business days pending volume of submissions. Once approved The City will send a signed off form for the applicants' records.

If the application is not approved, The City will state the reasoning and work with the applicant to determine next steps.

For long term closures, a site visit is recommended between the developer, The City of Calgary, and property managers and building supervisors of immediately adjacent properties to address any concerns regarding the project

5. **Signage**

For standard and long term closures, early signage should be placed near the area to indicate upcoming closures at least one week prior to closing. Once closed, clear signage must be posted around the closure zone or on the hoarding. If the closure causes multiple Plus 15 access points to be disrupted, signage should be placed at each entry/exit point. Signage should be large (at least 2 feet x 3 feet), and include:

- Clear verbiage indicating area is closed including expected reopening date
- Clear detour route marked and easy to understand (you can use your own map or The City's Plus 15 network map available online, regardless of the map used, detour route must be clearly labelled).
- Point of contact information including company name, person and phone number

The City can provide examples of signage, however, it will be the responsibility of the applicant to provide and place all signage. All associated closure signage should be submitted along with the application for review by The City before being approved.



Content for Ongoing Updates

Provide updates to city upon request. Updates to changes in schedule, scope or major impacts should be sent to both The City and the most impacted Interest Holders. Any emergency updates should be sent out as soon as possible to all affected parties.

Any extension to the closure schedule will require approval from The City through a new closure application process. An extension would be required for any delays longer than a week.

Process Document Revision History

Prepared By: Eric Wu (PD – Community Relations)

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Revision	Date	Description/Changes
1.0	2026.04.14	Initial document issued

End of Document