

**APPLICATION FOR PERMISSION TO CLOSE STREET/ALLEY**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Area Requested to be Closed to Traffic: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Closing of Street/Alley: \_\_\_\_\_

We hereby request the above area be closed to traffic on the above date. We understand that we are responsible for making sure the area is left in proper manner at the end of the event and that no debris is left at the site.

Reason for Closing:

\_\_\_\_\_  
\_\_\_\_\_

Have neighbors been contacted:       Yes     No

If so, identify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Barricades:** Barricades must be placed across the street/alley being closed. If City barricades are requested to be used, applicant must pickup the barricades at the City Garage the day before the street closing between the hours of 7:00 a.m. and 4:00 p.m., Monday-Friday. If the City is requested to deliver the barricades to the site of the location requested to be closed, there is a charge of \$10.00. If the applicant picks up the barricades and returns them promptly after use, there is no charge for the use of the barricades.

Police and Fire Departments will be notified via a copy of this application as to the street closing in case of emergencies in the area.

Approved:

\_\_\_\_\_  
Thomas J. Hitchcock  
Director of Public Service and Safety

\_\_\_\_\_  
Date