

Temporary Street Closure Request

Public Works

Street Closure Request

The City of Oregon City regulates the closing of any street within the City for the purpose of holding a celebration such as a block party or street dance. To close any portion of a public street or alley to vehicular or pedestrian traffic, a permit must be obtained from the City. The application for the permit must be filed 20 days prior to the scheduled temporary closure. The City will respond to the application within seven (7) days of its receipt. An applicant for a permit to temporarily close a public roadway must agree to the following conditions:

1. A designated person be identified and responsible for organizing the closure and to serve as a contact person in the event of an emergency situation.
2. Drinking or consuming any alcoholic beverage is prohibited while in or upon the public street. This is in accordance with Chapter 9.12 of the Municipal code.
3. An **Indemnity Agreement form** must be completed. All persons and groups to whom a Temporary Street Closure Permit has been granted must agree to hold harmless and indemnify the City of Oregon City from any and all liability for injury to persons or property occurring as a result of this permit's activity, and agree to be liable to said City for any and all damage to any park, facility, building, and equipment owned or controlled by the City which results from the activity or permittee or is caused by any participant in said activity.
4. A petition requesting approval of the event must be presented to and signed by all residents on the street who will be affected by the street closure. The petition with signatures of all affected residents must be attached to the application at the time of filing.
5. All debris and trash must be removed from the streets immediately after the activity or event.
6. All streets shall be maintained accessible to all emergency equipment at all times. Streets must be blocked with lightweight barricades. An individual must be assigned to monitor the barricades and remove them as needed for emergency service vehicles. When the Street Closure request has been approved, arrangements will be made with the event contact person to obtain the barricades. Barricades may be checked out from the Public Works Department between 7:30am to noon, and 1 to 4pm, Monday through Friday.
7. All tables, chairs, structures or other large items are restricted to the sidewalk area. Exceptions may be granted in mixed use districts ONLY and will be reviewed on a case by case basis.
8. Sponsors shall restrict participation in any event conducted pursuant to this permit to neighborhood residents and friends.
9. There shall be no selling of food, beverages or merchandise either for profit or non-profit.
10. Any disturbance or annoyance of residents within the immediate vicinity will be cause for the Police Department to take appropriate law enforcement action.
11. This permit authorizes only the erection of barricades for the purpose of closing the street(s) indicated. This permit does not authorize any activity otherwise prohibited by law and shall not constitute any exception or excuse for violation of any law, ordinance or regulation. The Police Department may revoke this permit at any time.
12. The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the

City Manager to be unusual or extraordinary and related to the closing of the street for which the permit is sought, including but not limited to:

- a. The cost of providing, erecting and moving barricades and/or signs.
- b. The cost of providing and moving garbage or waste receptacles.
- c. The cost of City personnel who are required by the city to work overtime hours or other than a regular shift or to perform duties as a result of such temporary street closure.

The City may require, as a condition to issuance of a permit, that a sum be deposited with the City to meet such costs. The required deposit shall not exceed \$1,000.00.

Streets to close:

Name the street to be closed, and the two streets it is between.

Purpose:

What is the purpose for the street closure?

Date to close:

Date of Street Closure

Hours of Closure - Start:

:
am
pm

Hours of Closure - End:

:
am
pm

Contact Information Event Contact Person:

Name of person requesting street closure.

Address:

Phone:

What phone number(s) we may contact you at.

Email:

Vicinity Map: *

Please create a map using our OCWebMap tool (<http://webmaps.orcity.org>), save your map as a PDF and attach to this request.

(If you're a human, don't change the following field) Enter your name:

Your first name.

Please enable Javascript to use this form. (If you're a human, don't change the following field) Enter your name:

Your first name.

Please enable Javascript to use this form. (If you're a human, don't change the following field) Enter your name:

Your first name.

Please enable Javascript to use this form.

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<http://www.orcity.org/publicworks/webform/temporary-street-closure-request>