



Sidewalk/Street Closure Application

City of Baker City

PO Box 650

Baker City, OR 97814-0650

541-524-2014 Police Dept.

541-524-2047 Public Works

Applicant Information

Name: _____	Mobile Phone: _____
Group Name: _____	Work Phone: _____
Address: _____	Email: _____
_____	Date Submitted: _____

Project Information

Desired start date and time: _____	Street Closure? <input type="checkbox"/> Yes <input type="checkbox"/> No
Desired end date and time: _____	<input type="checkbox"/> Lanes to closed:
Address or location of closure: _____	<input type="checkbox"/> All lanes both directions
_____	<input type="checkbox"/> All lanes one direction:
Other affected streets: _____	Specify direction: _____
_____	<input type="checkbox"/> Other
	<input type="checkbox"/> State Highway (Will need ODOT release form)
	Sidewalk Closure? <input type="checkbox"/> Yes <input type="checkbox"/> No

Project Details

Work to be completed/ Reason for closure: _____

Check boxes that apply:
Will entire sidewalk be blocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will area of road used for parking vehicles be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will area of road used for driving vehicles be used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the entire road need to be blocked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the street be passable for regular traffic? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Specific hours only: _____
Will the street be passable for emergency vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Specific hours only: _____

Parade Fee & Criteria (In Lieu of the \$150 permit)

1. Parade organizers must schedule to have meeting with the Police Sergeant a minimum of three weeks prior to the event.
2. Parade organizers must bring all parade related paperwork, properly filled out, to the meeting with the Police Sergeant, including proof of liability insurance and ODOT approval (if needed).
3. Parade organizers are responsible for proper barricade placement per the barricade placement plan (this will be provided after the meeting with the Police Sergeant).
4. A designated coordinator must be provided along with contact information at the meeting with the Police Sergeant. **Name:**_____ **Contact Phone # (day of event):**_____
5. Parade organizers are responsible for taking all barricades down and placing them where they were found at the conclusion of the parade.
6. Parade organizers are responsible for removal of any debris left from the parade.

The Applicant and Group agree, if this request is granted by the City, to comply with requirements for the provision of trash receptacles, barricades, traffic control, and security officers, portable toilets, etc. The Applicant and the Group also agree to hold harmless, indemnify and defend the City, its officers, and employees from and against all claims for personal injury or property damage that arise in connection with the street/sidewalk closure requested. The applicant verifies that he/she has authority to execute this document on behalf of the group.

Signature of Applicant

Date

FOR CITY USE ONLY

Requirements	Department Review & Routing
<input type="checkbox"/> Barricades <input type="checkbox"/> Trash Receptacles <input type="checkbox"/> Traffic Control <input type="checkbox"/> Security Officers <input type="checkbox"/> ODOT Release <input type="checkbox"/> Sound Amplification <input type="checkbox"/> Clean Up (if clean up is not done properly, applicant may incur additional fees)	1. Police Dept. _____ <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove 2. Fire Dept. _____ <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove 3. Public Works _____ <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove 4. Com. Develop. _____ <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Comments: _____ _____ City Manager Approval: _____ _____
	_____ Signature Date

Please return street closure permits to the Baker City Police Department administrative staff.

Please return sidewalk closure permits to the Baker City Public Works Department.

After reviewed by the applicable City Departments, copies of this application will be distributed to: Police Department, Applicant, and the Public Works Street Department.