

STREET CLOSINGS

Send a letter of request addressed to the City Clerk, at least thirty days in advance of the requested street closing date, stating:

1. Name and portion/description of street to be temporarily closed.
2. Date(s) and time(s) of requested closure.
3. Specific reason for street closure.
4. City Clerk will confirm with Police and Fire Departments that there are no problems with closing requested street.
5. City Clerk will notify the Mayor for approval when all paperwork has been submitted.
6. If approved, letter will be stamped "APPROVED" with the Mayor's signature and date, and be placed on file in the City Clerk's office.
7. If Mayor is not available, Deputy Mayor, City Engineer or Police Chief may authorize the temporary closure of a City street.
8. City (Fire Dept) will loan barricades for use, if needed.
9. Requestor will be responsible for setting up and taking down barricades, unless previous arrangements are made in advance.

Date Adopted: 08-05-2008

Resolution 08-172

CITY OF ONEIDA STREET CLOSURE REQUEST

Applicant must submit request to the City Clerk's office at least 30 days prior to the requested date(s).

NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____

DATE OF EVENT: _____ TIME: _____ to _____

STREET(S) TO BE CLOSED: _____

REASON FOR CLOSURE: _____

BARRICADES NEEDED: _____ YES _____ NO

***Requestor will be responsible for setting up and taking down barricades unless previous arrangements have been made.

SIGNED: _____ DATE: _____

APPLICANT

RECEIVED: _____ DATE: _____

CITY CLERK/DEPUTY

POLICE DEPARTMENT APPROVAL:

FIRE DEPARTMENT APPROVAL:

Request is hereby: Approved Denied _____

SIGNED BY: _____ DATE: _____

TITLE: _____