

POLICY REGARDING STREET CLOSINGS FOR BLOCK/NEIGHBORHOOD PARTIES

1. Written application must be received by the Street Department at least three weeks prior to the requested date.
2. A sign off sheet listing all affected individuals in the block agreeing to closure must be submitted to the Street Superintendent with the application. If all affected individuals are not available to sign off, any deviations will be handled by the Public Works Committee who will make a determination of whether or not it is a sufficient number of affected individuals signing off.
3. Proof of Liability Insurance to comply with the City's insurance certificate requirement (see attached) must be submitted with the application.
4. Party requesting closure is responsible for obtaining and using barricades for closure of street per Uniform Traffic Control Device Manual regulations. No City equipment will be available.
5. Applicant shall clearly designate an alternate route during the period in which the street is closed per Uniform Traffic Control Device Manual regulations (see attached), and the route must be submitted with the application. The designation of alternate routes shall be subject to the approval of the Streets Superintendent.
6. When the application is approved by City Staff, the Street Superintendent shall notify Fire Department, Police Department, EMS, Street Department, Utilities and Elected Officials. Street Superintendent will also include all processed applications in monthly committee reports.
7. Events may run no longer than 9:00 p.m., unless otherwise authorized by City Staff, and comply fully with Ordinance 50-5.
8. No alcohol is permitted in any public area, which includes sidewalks, parkways and streets as per Ordinance 50-6.
9. Party requesting closure is responsible for cleaning all public areas within 12 hours after the event.
10. If set up or clean up are not completed to the satisfaction of the Street Superintendent, a charge of \$500.00 will be issued to the party requesting the closure. If this charge is not paid within 10 days, it will be placed on their tax bill as a special charge.
11. If City Staff does not approve the requested street closing permit, the party requesting the street closure may appeal to the Public Works Committee and Common Council for their review and determination.

APPROVED BY THE COMMON COUNCIL: February 23, 2010

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