



APPLICATION FOR STREET CLOSURE

Applicant Name: _____ Date of Request: _____

Address: _____ Cell: _____ Email: _____

Street Closure Location: _____ Cross Street(s) _____

Date of Closure: _____ Times of Closure: _____ to: _____

Reason for Closure: _____

How Many Properties will be affected? Residences: ___ Businesses: ___ Estimated Attendance: ___

Will there be tables, Inflatable play structures, games, etc. setup in the roadway? ___ Yes ___ No

Will the city need to provide barricades or signs? ___ Yes ___ No

Number requested _____ Signs _____ Barricades _____ Cones _____

Is this for a Parade? ___ Yes ___ No (If yes, you must coordinate with **Alamosa PD**)

Will this affect a State Highway? (Examples: Main or 6th) Y / N (If Yes **Alamosa PD** must handle the CDOT permit.)

Applicant will be required to pay replacement costs for any damaged/lost signs, cones or barricades. Traffic control devices will be dropped off at a pre-determined location; nothing is to be attached to any of the traffic control devices. The devices must be returned to the drop off location at events end. The responsible party will maintain reasonable control over the conduct of the guests and will be responsible for the removal of all trash/debris after the event. The street must be cleared and traffic ready prior to opening roadway. There shall be no changes to approved closure times without direct written approval from the public works director or their designee.

Applicant shall notify dispatch of Closure time and Opening times (719-589-5807)

Applicant Signature: _____ **Date** ____/____/____
(Responsible party)

***** (For Official Use Only) *****

Department Notification,

Street Department _____ Date ____/____/____

Police Department _____ Date ____/____/____

Fire Department _____ Date ____/____/____

APPROVED _____ **Date** ____/____/____
(Director of Public Works or Designee)

INSTRUCTIONS: Closure of a street for a special event or block party requires a petition signed by the majority of the properties affected in addition to approvals of Police, Fire, and Public Works Departments. For all applications, written notification **MUST BE** made to each affected property. **(Not required for approved parade routes)** If a signature is not obtained for an affected property, the applicant must attest that the affected property was notified of the application for closure in writing. For your convenience, a petition and form letter have been provided; make additional copies as necessary. The petition and attestation of notification must be submitted along with the application. **Completed applications must be submitted at least two weeks in advance of the requested closure date. Return original form to the City of Alamosa Public Works Department. Late applications will not be accepted or considered.** A copy of the approved application will be sent to the applicant and a copy to the Street Department, Police department and Fire Department.



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