City Street Closure Request
Board of Public Works & Safety

PLEASE PRINT:

Name of Organization: _____ Contact: _____

Contact Phone #: _____ Email: _____

Additional Contact: _____ Phone #: _____

Name of Event: _____ Date(s) of Event: _____ to _____

Time for street(s) to be closed: _____ reopen: _____ Time of Event: _____ to _____

Street to be closed: _____ from _____ Street to _____ Street

Will you be requesting a noise variance? _____

1. YOU MUST NOTIFY the following people to make sure they do not have any objections to this event:

   A. Police Chief, Travis Yike 753-4101   Date approved: _____ Initial: _____

      • Will you be utilizing the Police Dept. or Civil Service for traffic control?
        ____ No ___ Yes   How many? _____

      • Where will they be located?

   B. Fire Chief, Rick Bair 753-3102   Date approved: _____ Initial: _____

   C. Street Commissioner, Tony Shanks 753-4610   Date approved: _____ Initial: _____
      Non-profit organizations may line up barricades/cones through the Street Department

2. What street(s) will be closed and where? **YOU MUST INCLUDE MAP** showing exactly where the street(s) are to be closed.
   If it is an event that uses a route, indicate the entire route on the map.

3. <mark>**YOU MUST PROVIDE A CERTIFICATE OF LIABILITY INSURANCE**</mark>
   with this application showing the City of Logansport as the certificate holder in the amount of at least $1,000,000.00

ADDITIONAL INFORMATION: This is a request only and does not guarantee that it will be approved.

• The road closure will not be approved unless this request if filled out completely and the Certificate of Insurance and map of the event are attached. After receiving approval from the Chief of Police and the Fire Chief, requests must be turned in to the Street Department located at 612 Race Street. Upon Street Commissioner approval, the Street Department will forward the request to the Mayor's Office. Requests shall be submitted by 9am on the Monday prior to the Board of Works meeting on Wednesday. Please be sure to give yourself enough time to get approval for your event.
• The Board of Works meets each Wednesday at 9:30 AM in the City Council Chambers on the 3rd floor of the City Building, 601 East Broadway, Logansport, IN.
• If your closure includes a State Highway, you must notify the Mayor's Office prior to turning in your request.
• It is wise to come to the meeting the day your request is up for approval in case the Board has additional questions so it is not delayed.

FESTIVALS / SPECIAL EVENTS WITH MUSIC – PLEASE BE MINDFUL OF THE CITY'S NOISE ORDINANCE