



**City Street Closure Request  
Board of Public Works & Safety**

PLEASE PRINT:

Name of Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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, Shawn Heishman 574-753-4101 Date approved: \_\_\_\_\_ Initial: \_\_\_\_\_

- Will you be utilizing the Police Dept. or Civil Service for traffic control?  
\_\_\_\_ No \_\_\_\_ Yes How many? \_\_\_\_\_

B. Fire Chief, Jason Miller 574-753-3102 Date approved: \_\_\_\_\_ Initial: \_\_\_\_\_

C. Planning Director, Arin Shaver 574-753-7775 Date approved: \_\_\_\_\_ Initial: \_\_\_\_\_

D. Parks Administrator, Janet Fawley 574-753-7110 Date approved: \_\_\_\_\_ Initial: \_\_\_\_\_

E. Street Commissioner, Chad Hassett 574-753-4610 Date approved: \_\_\_\_\_ Initial: \_\_\_\_\_

(Non-profit organizations may line up barricades/cones through the Street Department)

2. **YOU MUST INCLUDE A 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. **YOU MUST PROVIDE A CERTIFICATE OF LIABILITY INSURANCE**

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 is filled out completely and the Certificate of Insurance and map of the event are attached. After receiving approval from the Chief of Police, Planning Coordinator, Parks Administrator 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 Board of Works. Requests must be submitted to the Street Department with all other department approvals by 8am 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 3:00 PM in the City Council Chambers on the 3<sup>rd</sup> 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**

Date: \_\_\_\_\_

Board of Works designee: \_\_\_\_\_