



## PERMIT FOR TEMPORARY CLOSURE OF PUBLIC RIGHT-OF-WAY

*Please read accompanying information sheet before completing this application.*

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### SECTION I – EVENT SPONSOR AND EVENT INFORMATION

1. Filing Date: \_\_\_\_\_ (completed applications must be received 30 days prior to event)
2. Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Event: \_\_\_\_\_
5. Sponsoring Organization: \_\_\_\_\_
6. Name of Chairman or area resident: \_\_\_\_\_
7. Name, address and telephone numbers of all other persons having interest or position of management in sponsoring organization and persons who are or will be engaged in organizing, promoting, controlling, managing or soliciting participation in the temporary street closure:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Purpose of event: \_\_\_\_\_
9. Date of Closure: \_\_\_\_\_ Hours of closure: \_\_\_\_\_
10. Name of street to be closed (please use attached map indicating area to be closed):  
\_\_\_\_\_
11. Are you requesting that the entire street or intersection be closed: \_\_\_\_\_
12. Estimated number of persons who will participate: \_\_\_\_\_

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

**SECTION II – LIABILITY INSURANCE**

1. A Certificate of Insurance naming the City of Estacada, its elected officials, officers and employees as additional insured with sufficient liability limits must be submitted before the street closure is approved.

**SECTION III – POLICE/SAFETY INFORMATION – Please include the following information.**

- 1. Drawing/Map of Event route/location noting any road closures.
- 2. Will alcohol will be served at the event. If yes, attach OLCC license. 'Yes 'No
- 3. Will sound amplification equipment will be used during the event. 'Yes 'No  
If yes, during which hours? \_\_\_\_\_
- 4. **ALL businesses/residences adjacent to the proposed closure have to be notified of the event.** Please use attached contact list to collect signatures.
- 5. Will you be using any city barricades/signs/equipment for the event? 'Yes 'No  
If yes, list items needed: \_\_\_\_\_  
\_\_\_\_\_

**SECTION IV – FIRE/EMERGENCY INFORMATION – Please include the following information.**

- 1. Emergency apparatus access plan including scaled diagram/written information if the following requirements are not met.
- 2. Emergency apparatus is able to reach point within 150 feet of all exterior walls of buildings or other permanent structures. 'Yes 'No
- 3. Road or route that reaches point described in #2 above is a minimum of 15 feet in width. 'Yes 'No
- 4. Road or route that reaches point described in #2 above is over 150 in length and leads back to a public street. 'Yes 'No

**SECTION V - AGENCY SIGN OFF**

Applicant must have each of the following agencies sign off on the application prior to submittal.

<b>Department</b>	<b>Approve</b>	<b>Deny</b>	<b>Comments</b>
Police – Sandy PD	_____	_____	_____
Estacada Fire	_____	_____	_____
Estacada Public Works	_____	_____	_____

**OFFICE USE ONLY**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
City Manager or designee



## INFORMATION SHEET FOR PERMIT FOR TEMPORARY CLOSURE OF THE PUBLIC RIGHT-OF-WAY

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To apply for a permit for use of the public right-of-way and special events:

1. Complete Section I of the attached application for Permit for Use of Public Right-of-Way and Special Events.
2. Obtain a certificate of insurance from your insurer. The certificate of insurance must:
  - a) State that the limits of liability are as follows:  
General Liability:  
Bodily injury - \$1,000,000 each occurrence;  
Property Damage - \$1,000,000 each occurrence and \$1,000,000 aggregate.
  - b) Name the City of Estacada, its elected and appointed officials, officers, agents, employees and volunteers as additional insured.

**The City will not accept any certificate of insurance without the additional insured language.**

In the event this insurance is to be canceled or altered, the insured shall give the City of Estacada written notification at least thirty (30) days prior to cancellation or alteration.

Questions regarding liability insurance should be directed to City Hall, 503.630.8270.

3. Prepare a drawing or map of the event route/location, indicating any proposed road closures.
4. Complete Sections II, III, IV and V.
5. Submit completed permit application, certificate of insurance and event map at least thirty days prior to the event to:  
**City of Estacada, PO Box 958, Estacada, OR 97023**
6. Applicant must submit application fee in addition to a \$250 refundable cleaning deposit.

<u>Business Name</u>	<u>Address</u>	<u>Signature</u> (All lines must be signed unless vacant)	<u>Circle One</u>
1 The Artsmith	155 SW 3rd Ave.	_____	Y N N/A
1 The Book Nook	155 SW 3rd Ave.	_____	Y N N/A
1 Lookin Good	155 SW 3rd Ave.	_____	Y N N/A
1 CT Nails	155 SW 3rd Ave.	_____	Y N N/A
2 US Bank	125 SW Second Ave.	_____	Y N N/A
3 Hi School Pharmacy	207 S. Broadway St.	_____	Y N N/A
4 Key Bank	271 S. Broadway St.	_____	Y N N/A
5 Reliance Connects	301 S. Broadway St.	_____	Y N N/A
6 Jane Fourier	325 S. Broadway St.	_____	Y N N/A
7 Repair Station LLC	335 S. Broadway St.	_____	Y N N/A
7 Winthrop Web Services	335 S. Broadway St.	_____	Y N N/A
8 The Spiral Gallery	341 S. Broadway St.	_____	Y N N/A
9 Bloom Café & Flower Shop	355 S. Broadway St.	_____	Y N N/A
10 Vacant (Former Bank of the West)	365 S. Broadway St.	_____	Y N N/A
11 Teri Dunn	373 S. Broadway St.	_____	Y N N/A
11 Bear Creek Rustic Furnishings	373 S. Broadway St.	_____	Y N N/A
12 Just In Video	381 S. Broadway St.	_____	Y N N/A
13 Trails Inn	397 S. Broadway St.	_____	Y N N/A
14 Estacada Figaro's	411 S. Broadway St.	_____	Y N N/A
15 Estacada Medical/Dental Clinic	103 SW Hwy 224	_____	Y N N/A
15 The Grind	103 SW Hwy 224	_____	Y N N/A
16 Estacada Thriftway	280 S. Broadway St.	_____	Y N N/A
17 Lew's Drive-In	262 S. Broadway St.	_____	Y N N/A
18 Estacada Food Bank	272 S. Broadway St.	_____	Y N N/A
19 Wong's King	310 S. Broadway St.	_____	Y N N/A
20 Fearless Brewing Company	326 S. Broadway St.	_____	Y N N/A
21 S & S Tax & Bookkeeping	342 S. Broadway St.	_____	Y N N/A
22 Heritage Properties	348 & 350 S. Broadway St.	_____	Y N N/A
22 Apartment Building	348 & 350 S. Broadway St.	_____	Y N N/A
23 Readings by Dorothy	356 S. Broadway St.	_____	Y N N/A
23 Wayne's Barber Shop	358 S. Broadway St.	_____	Y N N/A
23 Apartment	358 S. Broadway St.	_____	Y N N/A
24 Mason Jar	360 S. Broadway St.	_____	Y N N/A
24 Team Ezra Karate	366 S. Broadway St.	_____	Y N N/A
24 I Design Steel	366 S. Broadway St.	_____	Y N N/A
24 Vacant	366 S. Broadway St.	_____	Y N N/A

24 Countryside PT	372 S. Broadway St.		Y	N	N/A
24 Oregon Massage & Lymph.	386 S. Broadway St.		Y	N	N/A
25 Estacada Insurance Mart	398 S. Broadway St.		Y	N	N/A
25 Award Embroidery	398 S. Broadway St.		Y	N	N/A
25 Mossy Rock	398 S. Broadway St.		Y	N	N/A
25 Apartment	398 S. Broadway St.		Y	N	N/A
26 Vacant (Former Safari Club)	116 SE 4th Ave.		Y	N	N/A
27 Estacada Motor Sports Co	192 SE 4th Ave.		Y	N	N/A
28 Clackamas River Growlers	367 SE Main St.		Y	N	N/A
29 Estacada True Value	310 SE Main St.		Y	N	N/A
30 Vacant (Former Lents)	344 SE Main St.		Y	N	N/A
31 State Farm Insurance	352 SE Main St.		Y	N	N/A
32 Chapmans Three in One Station LLC	376 SE Main St		Y	N	N/A
33 Prokop's TV	402 SE Main St.		Y	N	N/A
34 Taco Time / A & W	430 SE Main St.		Y	N	N/A
35 Shell Gas Station	486 SE Main St.		Y	N	N/A

