



PERMIT # TSC2023-_____

APPLICATION FOR TEMPORARY STREET CLOSING

OFFICE USE ONLY: DATE APPLICATION RECEIVED _____ INITIALS _____

All applications are due no less than **90 days** prior to the proposed street closure. Applications can be dropped off or mailed to Selinsgrove Borough, 1 N. High Street, Selinsgrove, PA 17870 or emailed to borough@selinsgrove.org. Every line of the application **must** be completed.

If this is a first-time event, to avoid delay in approval of the application, it is recommended to schedule a meeting with the Borough Manager and/or Director of Public Works to be sure of the logistics of the street closure.

I, the undersigned, having read and understood the Borough of Selinsgrove Street Closure Policy, do hereby petition for the closure of

(street name)

between _____ and _____

(cross street)

(other cross street)

on _____ from _____ to _____

(date & day of week)

(time)

(time)

for the purpose of: _____

(event name - detailed for the description)

I estimate that there will be _____ people participating in the event.

Entertainment will consist of _____.

Rain Date (if necessary) _____

I agree to comply with the provisions of Selinsgrove Borough Street Closing Policy and any other special conditions imposed by the Borough as listed below.

I, _____ of _____

(print name here)

(address – street, city, state, zip)

_____ as an applicant for the event and in accordance with _____

(telephone number)

Borough Policy, agree to be personally responsible for obtaining the permit for the street closure; and furthermore, I certify that I am 21 years old or older, and agree to:

1. Personally notified/received a response from DH&L Fire Police at 570-374-0011. (Information below to be provided by fire police representative. Do not just state – texted or left a message.)

Spoke with _____ - Date/Time: _____

of _____ intersections closed, need # of _____ fire police at a cost of \$ _____/hr.

2. Personally notified Selinsgrove Police Department at 570-374-8655. Do not just state – texted or left a message.

Spoke with _____ - Date/Time: _____

3. Personally notified in writing all affected residents/property owners abutting the affected street(s). **A copy of the notice shall accompany this Application** for Temporary Street Closing as well. Yes _____ Date of Notification _____

How was the notification provided? _____

4. Make a request for traffic control devices: Supervise the placement and removal of the cones, barricades, temporary no parking signs, directional signs, and detour signs as necessary for the event, and to be in place only during the approved time and to be removed within one hour after the conclusion of the event.

Email rfeltman@selinsgrove.org or call the Borough Office and leave a message for the Director of Public Works. Please note the name, date, & time you confirmed the details for traffic control devices. Do not just state – texted or left a message.

Spoke with _____ - Date/Time: _____

5. Selinsgrove Borough Council does waive the peddling/soliciting licenses within the event boundaries and defers approval on who is given permission to peddle/solicit within the event boundaries to the organizers of the event.

6. Assure that all necessary cleanup of streets and adjacent properties is performed.

7. Provide Certificate of Insurance naming Selinsgrove Borough as an Additional Insured. The Certificate of Insurance must accompany the application for the event.

8. The undersigned agrees to reimburse the Borough of Selinsgrove, as adopted by resolution, for expenses for suppliers, labor and equipment provided for this event.

(signature of applicant & date)

Additional waivers or recommendations pertaining to approved conditions/limitations, waivers necessary for the conduct of special community events. **For any PennDOT roadway, there is a Special Event Form which will need to be completed. This form should be turned in NO LESS than 90 days prior to the planned event. Call or visit the Borough Staff if you have questions.**

APPLICATIONS ARE DUE NO LESS THAN 90 DAYS IN ADVANCE OF THE PROPOSED CLOSURE.

STREET CLOSING PERMITS

Section 1. Permit Required.

Except as otherwise provided by law, it shall be unlawful to close any public street unless a Street Closing Permit has been issued by the Borough in accordance with this policy.

A Permit may be issued subject to such terms and conditions deemed necessary and proper for the protection of the public health, safety, and welfare.

Permits are issued only to persons 21 years of age or older. Applications will not be accepted if they are submitted less than 90 days before the requested date of closure.

Section 2. Fire Lanes.

A fifteen (15) foot wide emergency vehicle lane must be maintained throughout the closed area of the street and beyond to the next intersection in both directions. The lane shall be kept clear of all obstructions during the time of the closure.

Section 3. Fire Hydrants.

No obstruction shall be erected or maintained within a fifteen (15) foot wide radius of any fire hydrant.

Section 4. Time Limits.

No Street Closing Permit shall be issued for longer than one (1) calendar day, nor for any time before 7:00 AM or after 12:00 midnight.

Section 5. Other Obligations.

All other applicable laws and ordinances of the State and Borough must be followed by the sponsors of any event for which a Street Closing Permit has been issued. Examples: Noise Ordinance, Alcoholic Beverages, etc.

Section 6 Cleanup.

The sponsoring individuals or groups issued a Street Closing Permit shall, at the conclusion of the event, return all public properties to their original condition.

Section 7. Additional Requirements.

The Chief of Police and/or the Fire Chief or their delegates may impose such additional conditions or requirements as each may deem reasonably necessary for the protection of health and safety.

Section 8. Interference with Event.

No person shall join or participate in any event for which a Street Closing Permit has been issued without the express or implied consent of the person or group granted the permit, nor shall any person interfere with its orderly conduct.

Section 9. Revocation or Suspension.

Any Street Closing Permit may be suspended or revoked by Selinsgrove Borough Council at any time without prior notice.

Section 10. Application Procedures.

Every application for a Street Closing Permit shall be made in writing upon the form designed and provided by the Selinsgrove Borough.

All applications for a Street Closing Permit shall include:

1. The names, address and signatures of the applicant or applicants, or, if the applicant is an organization, of its responsible officers.
2. The exact location of the desired street closure and the date and times thereof.
3. A description of the nature of the event, the estimated number of participants, and the nature of any entertainment at the event.

Section 11. Damages; Insurance.

Any person or persons to whom a Street Closing Permit has been issued shall be liable for any loss of damage to any Borough property arising out of the issuance or exercise of said permit.

As a condition to the issuance of any Street Closing Permit, the permittee or permittees may be required to provide insurance to indemnify the Borough from any and all damages and costs of litigation arising out of the issuance and use of such permit.

(signature of applicant & date)