



# APPLICATION FOR Street Closure License

(Section 106 Municipal Code)

CITY OF EVANSVILLE CLERK'S OFFICE  
31 S. Madison St, PO Box 529, Evansville, WI 53536  
(608) 882-2266 – Fax (608) 882-2282

**APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN**

☐

**\$25.00 Short Term (4 hours or less) Street Closure**

☐

**\$25.00 Long Term (More than 4 hours) Street Closure**

(Plus Applicable Notification Fees or Petition with 2/3 applicable signatures)

*This permit shall license the closing, obstruction, encroachment, occupation or physical encumbrance of any street, highway, alley, and sidewalk, except federal or state highways for a period that would require the full or partial closure.*

**Name of Applicant/Organization:**

**Phone:**

**Applicant/Organization Address:**

**Responsible Person:**

First

Middle

Last

**Home Address:**

**City**

**State:**

**Zip:**

**Phone No:** - -

**Email Address:**

**Date(s) of Event(s):**

**Anticipated Attendance Number:**

**Hours of Operation:**

**Other Permits Applied For:**

**Mobile Vendor**

**Temporary Class B License (beer or wine)**

**Other:**

**Location of Event Description:** *Application **must** include a copy of map, showing areas that are intended to be blocked off.*

**Applications must be submitted 35 days in advance**

**Hold Harmless-** The applicant agrees to indemnify, defend and hold the city and its employees and agents harmless against all claims, liability, loss, damage or expense asserted against or incurred by the city on account of any injury or death of any person or damage to any property caused by or resulting from the activities for which the license is granted. As evidence of the applicant's ability to perform the conditions of the license, the public safety committee may require the applicant to furnish a certificate of comprehensive general liability insurance with the city and its employees and agents as an additional insured. The insurance shall include coverage for a contractual liability with minimum limits in an amount as required by the public safety committee. The certificate of insurance shall provide 30 days written notice to the city upon cancellation, non-renewal or material change in policy.

**Cancellation-** The city, through its police department or other agents, may terminate, without prior notice, any use authorized by a street use license if the health, safety or welfare of the public appears to be endangered by activities generated by or associated with the use or if there are activities that violate any condition specified by the public safety committee when authorizing the issuance of the street use license.

**Conclusion:** Following the conclusion of the closure, any traffic control materials provided by the Municipal Services Department, shall be placed in the Right of Way, so as not to obstruct pedestrian or vehicle traffic, by the responsible party.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*For Long Term Street Closures Only\***

**Public Hearing and/or Petition-**The applicant further agrees to pay the fee for holding a public hearing; or completing the petition attached to this permit. The applicant has been honest and truthful to the best of their ability in following the instructions on the attached petition.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**• FOR MUNICIPALITY USE ONLY BELOW THIS LINE**

**City Clerk's Office:**

Public Works Manager:	Recommend _____	Reason for Non-Recommend/conditions _____
	Non-recommend _____	_____
	Recommend with conditions _____	_____
Chief of Police:	Recommend _____	Reason for Non-recommend/conditions _____
	Non-recommend _____	_____
	Recommend with conditions _____	_____
Community Development:	Recommend _____	Reason for Non-recommend/conditions _____
	Non-recommend _____	_____
	Recommend with conditions _____	_____
City Clerk:	Recommend _____	Reason for Non-recommend/conditions _____
	Non-recommend _____	_____
	Recommend with conditions _____	_____

**Public Safety Meeting required?**      **Yes**      **No**      **If Yes, Meeting Date:**

**Date License Issued:**

**Clerks Notes and Receipt Information:**

## Attached Petition

This petition contains the signatures of two thirds (2/3) of at least one resident or business owner of the addresses on the portion of the street to be used as allowed under 106-163(f). No additional fees are required for publication for public hearing and mailing notices if petition is completed correctly.

I petition the City of Evansville to approve this Long Term Street Use Permit for the following:

Event Location:

Event Date(s):

[illegible]