



**City of Mishawaka
DEPARTMENT OF ENGINEERING**

600 E. Third St.
Mishawaka, IN 46544
Phone: (574) 258-1619
Fax: (574) 258-1776

**NON-CONTRACTOR
PUBLIC STREET CLOSURE REQUEST**

***** REQUIRED SUBMISSION A MINIMUM OF 14 CALENDAR DAYS BEFORE THE
DESIRED CLOSURE, APPROVAL/DENIAL OF ANY REQUEST IS BASED ON THE SOLE
DISCRETION OF THE BOARD OF PUBLIC WORKS AND SAFETY *****

APPLICANT INFORMATION			
Name:		Phone:	Fax:
Address:		City, State, Zip:	
Email:			
CLOSURE DETAILS			
STREET	<input type="checkbox"/> Partial closure (i.e. one lane) <input type="checkbox"/> Full Road closure	<input type="checkbox"/> SIDEWALK closure	Submission Date: (mm/dd/yyyy)
<input type="checkbox"/> OTHER (please describe)		<input type="checkbox"/> Original	<input type="checkbox"/> Revision
Street(s) to be closed:			
Reason for closure:			
Location(s):	From:	To:	
Date(s):	From:	To:	
Time(s):	From:	To:	
Person/Entity Organizing Event:			Phone:
Person/Company Responsible for Clean-up/Restoration:			Phone:
ONSITE CONTACT			
Name:			Phone:

Please attach a plan and written narrative of the requested closure.

If closure is proposed in a residential neighborhood, letters of support from the neighborhood association, adjacent property owners, and proof of notice being provided to impacted property owners should be attached to the request where possible.

If closure is requested in high traffic areas, a traffic control plan created by a professional approved by the Indiana Department of Transportation should be procured and attached. It is highly recommended that this type of closure be reviewed by contacting the Engineering Department prior to submittal. These types of closures are rarely approved and are typically reserved for emergencies and required construction only. Costs for these types of closures are the responsibility of the applicant including street barricading, police overtime, and insurance.



**City of Mishawaka
DEPARTMENT OF ENGINEERING**

600 E. Third St.
Mishawaka, IN 46544
Phone: (574) 258-1619
Fax: (574) 258-1776

**NON-CONTRACTOR
PUBLIC STREET CLOSURE REQUEST**

ACKNOWLEDGEMENT AND SIGNATURE

By making this request, the applicant understands that there are certain inherent risks of occupying the public right-of-way and that the City is not responsible for any behavior, accidents, or injury associated with this request. The applicant shall be responsible for notifying participants of said risks.

The applicant shall be responsible for cleaning up any trash and debris left in the street. If trash and debris is left in the street or surrounding area, the applicant understands and accepts that they may be billed for the clean-up.

If the City receives complaints, or identifies issues of non-compliance, the closure, including any applicable event, the public street closure may be revoked by any officer or agent of the City of Mishawaka Police or Fire Departments. This revocation shall be at the sole discretion of the officer or agent and said revocation shall be immediately followed/enforced and is not appealable. Past revocation, at the Board of Public Works discretion, may result in the denial of future requests.

Applicant Signature: _____

Date: _____

Printed Name: _____

OFFICE USE ONLY

CITY OF MISHAWAKA BOARD OF PUBLIC WORKS AND SAFETY

- Approved
- Revised
- Denied
- Approved as noted
- Revised as noted

Authorized Signature: _____

Date: _____

Printed Name and Title: _____

If the boxes are checked below, the Board has placed the conditions on the closure. Please read carefully and contact the City Engineer or Clerk of the Board with questions.

- Closure must end no later than _____
- If music/speakers/or other sound amplification is used, volumes shall be reasonable to minimize impact on residential neighbors; speakers will be turned to face away from residential areas. If requested by the City of Mishawaka Police or Fire Departments, the volume shall be reduced. If valid complaints are still received after the volume is reduced, the music shall be discontinued upon police or fire request.
- An access lane for emergency vehicles must be provided at all times
- Applicant must clean up any debris left in the street and surrounding area
- Applicant must contact impacted neighbors about the event
- Other: _____