



**City of Mishawaka  
DEPARTMENT OF ENGINEERING**

100 Lincolnway West  
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
<input type="checkbox"/> OTHER (please describe)		Submission Date: (mm/dd/yyyy)  <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.



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**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**

- |  |   |                                 |
|--|---|---------------------------------|
| <input type="checkbox"/> Approved          | <input type="checkbox"/> Revised          | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Approved as noted | <input type="checkbox"/> 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: \_\_\_\_\_