



Town of Windsor

Event Name _____

Dates _____

FORM #3

Streets Activity/Closure Request

The applicant requests closure of the street(s) indicated on the **event site plan sketch attached** to this application.* Barricades and other traffic control devices are indicated on the sketch. The Town of Windsor's Streets Division will review the requests and make changes as it deems necessary. Applicant will be notified of any changes upon approval of the application. **The applicant is required to provide a traffic control plan as part of this application and must obtain their own traffic control devices.** All traffic control must meet the Manual on Uniform Traffic Control Devices Standards (2009 Edition). Please contact the Public Works department at 970.674.5403 with questions.

Name of Barricade Company: _____

Name of Traffic Control Supervisor: _____

Phone Number: _____

**Street closures must emphasize access for any emergency vehicle access.* You must note on your event site plan sketch areas in which emergency vehicles can get through the street if necessary.

The applicant requests to block off public parking in locations noted on the event site plan sketch attached to this application. "No Parking" signs must be placed 48-hours in advance of the event. Event-holders may NOT tow vehicles in the "No Parking" area. The Windsor Police Department may be called to request vehicles be towed one-hour prior to the event, and will be towed by the Town of Windsor at the event-holder's expense only if signage was properly placed in advance.

Placement of all traffic control devices and barricades is the responsibility of the event-holder or its traffic control provider, unless the Town notes otherwise in the event approval. The Town reserves the right to stop any activity if proper traffic control devices are not in place during the event.

The applicant is responsible for notifying all residents/businesses impacted by any street closure by sending notification to the appropriate resident/owner/manager. Additionally, the applicant must petition said residents/owners/managers, noting everyone spoken to about the event and obtaining 50% or better approval from said owners/managers. **No street closure will be approved without an attached notification letter and petition.** A sample petition has been attached for your convenience.

I have read, understand and agree to the Street Activity and Closure requirements.

Applicant Signature

Date

