

City of Litchfield
126 Marshall Avenue North
Litchfield, MN 55355

\$25.00 Fee/Day
Date: _____
Receipt #: _____

TEMPORARY STREET CLOSING APPLICATION

Organization: _____

Address: _____

Closure Location: _____

Closure Date(s): _____

Time(s): _____

Reason for Closure: _____

The applicant organization must provide to the City of Litchfield, a Certificate of Insurance with the limits of:

Bodily Injury: \$300,000 – Each Occurrence
\$500,000 – Aggregate

Property Damage: \$250,000 – Each Occurrence
\$500,000 – Aggregate

Bodily Injury & Property Damage (Combined): \$500,000 – Each Occurrence
\$500,000 – Aggregate

The applicant organization is responsible for the repair of barricades should they be damaged or the replacement should they be stolen.

Department	Approved	Denied	Date	Initials
Police Chief				
Public Works				
Assistant City Administrator				

Signature

Title

Date

Comments: _____

Procedure for Temporary Street Closing

- 1) A \$25.00 per day fee for street closures will be obtained to recoup the costs for providing the barricades.
- 2) Closing shall be for public or public related organizations and functions only.
- 3) Application and fee is filed at City Hall
- 4) A map shall be attached if needed.
- 5) A Certificate of Insurance is required, as outlined on the application.
- 6) The Police Department and the Public Works Department review and consider the application for approval.
- 7) The Assistant City Administrator considers the application and issues authorization for the street closing, if approved.
- 8) Copies are provided to the applicant following the consideration of the application indicating approval or disapproval. Copies are provided to the Police Chief, Street Department and the Assistant City Administrator. The original is filed.
- 9) Applicants with applications which do not fit the necessary requirements may appeal to the City Council for special in consideration.