



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Permit #: _____

Date: _____

Alley and Street Closing Permit

To obtain a permit to close alleys and streets, the following information must be recorded. The permit must be submitted at least five days prior to closing the alley or street or 60 days prior if one of the following applies (see reverse side for conditions)

Applicant Name: _____ Phone #: _____

Applicant Address: _____ Email: _____

Location of Alley or Street to be closed: _____

Purpose of the closing: _____

Date(s) of closing: _____

Time(s) of closing: _____

The responsible individual or organization shall maintain liability insurance for the protection of the City of Circleville, OH, indemnifying and saving harmless the said City from any and all liability that may arise or accrue by reason of the use of the said alley(s) or street(s).

Person requesting the permit MUST NOTIFY affected businesses/residents 48 hours in advance to the closure: Yes [] No []

This permit is valid only for the dates indicated. The permit must be reviewed and signed by the Public Safety Director and the Public Service Director.

Applicant Signature: _____ Date: _____

----- Do not fill below line -----

Fee Collected: [] \$25 [] \$50 Use of city cones/barricades [] \$300 Detour required
[] Cash [] Check #: _____ [] Credit Card #: _____

Received By: _____ Date: _____

[] Approved [] Denied Safety Director: _____ Date: _____

[] Approved [] Denied Service Director: _____ Date: _____

Comments:

Copy Distribution: Applicant, Street Superintendent, Police Department, Service Director, Fire Department, EMS, Sheriff, Pickaway Plains, Circleville City Schools

Distributed By: _____ Date: _____

Street Closing Guidelines

Please return original to the Safety Director

FIVE DAYS PRIOR – The City Administration can authorize the temporary closing of streets if the closing meets all the requirements for citizen safety and one of the following guidelines:

- The closing is for 5 hours or less (including set-up and clean-up) and does not involve a federal or state route.
- The closing is for an imminent health or safety reason.
- Closing is for construction, excavation or urgent repair.
- Closing is in a Business District area, but not within regular business hours (typically 8 am – 5 pm, Monday-Saturday)

SIXTY DAYS PRIOR – Guidelines for temporary street closings not covered above, or are listed below, require approval of city council.

- Closing of public streets in Downtown Business District during regular daytime business hours (normally 8 am – 5 pm) if longer than 5 hours.
- Closings for any amount of time that involves amplifiers or public address systems in a residentially zoned area.
- Closing involves a federal or state route.
- Closing is in a residentially-zoned area and will involve a temporary liquor permit granted by the Ohio Department of Liquor Control.

NOTE:

- With the agreement of the Council President, the Safety Director has the authority to authorize closing request if timing does not allow for council review and approval.
- Standard permit = \$25.00
- When requesting to use city cones/barricades = \$50.00
- When a detour is required = \$300.00

Issued by Safety Director

Revised November 2015