

City of Germantown, Ohio
1 North Plum Street
Germantown, OH 45327
(937) 855-7255 telephone



**REQUEST FOR DOWNTOWN ALLEY/STREET
TEMPORARY CLOSURE**

This request form must be submitted to the City of Germantown at least **14 days prior** to closing the alley for a short term closure, at least **60 days prior** for seasonal closure.

Today's Date: _____ **1-2 day closure** _____ **Seasonal Closure** _____ **Other (specify)** _____

Applicant: _____

Name Address Phone # Email

Proposed Date of Closure(s): _____ Time(s) of closing From: _____ a.m./p.m. To: _____ a.m./p.m.

Location of Alley(s) to be closed: _____

(Attach a copy of the map showing proposed closures, anticipated barriers/cones/signs needed and where to be erected.)

Purpose of the Closing/Event Name: _____

Description of Activities: _____

Anticipated # of attendees: _____ Anticipated # of participating businesses : _____

Names of participating businesses/organizations: _____

Is this a first time event? Y/N If No, when was this event last held? _____

- Please describe any recorded equipment, sound amplification equipment, live or recorded music and hours of music to be used as part of the event:

- Describe how trash and bathroom facilities will be handled. _____

- Maintenance: applicant is responsible for maintaining the closure area during the term of the closure. The are must be returned to its original condition at the end of closure.

- Any construction affecting paved area, including barriers, fencing, lighting, and signage must be approved by the City.

- Applicant is required to notify property owners/tenants/businesses within 200' (and others affected by the closure) of the requested closure. Please use attached form.

- Will the DORA be used in conjunction with this event? **Yes/No**

- Are you planning to use food trucks? **Yes/No**

If yes, submit map of where you seek to locate the food truck(s), and submit completed **Mobile Food Vendor Application form**. (Available at <https://germantown.oh.us/form-docs>)

- The responsible individual or organization shall provide proof of \$1,000,000 in liability insurance per occurrence for the protection of the City of Germantown, OH indemnifying and saving harmless the City from any and all liability that may arise or accrue by reason of the use of the said alley. City must be shown as Certificate Holder.

Request for Downtown Alley/Street Temporary Closure, page two

- Barricades and signs may be provided by the City of Germantown Public Service Department for closure of 1-2 days only. After approval of the closure, the applicant is responsible for coordinating barricades and signs with the Public Service Department at (937) 660-0579.

By my signature below, I have contacted all residents/business who may be affected by the closure. Names and addresses are attached, and reflect their approval of the proposed closure, any non-approving entities will be listed along with proposed solutions offered on the back of this form. The alleys will be kept accessible for emergency vehicles. The city will be reimbursed for any missing/damaged barricades. All pop up tents, or inflatables will be properly secured. The named alleyways shall be closed and opened at the designated times.

Applicant Signature: _____ Date: _____

____ Approved ____ Denied Chief of Police: _____ Date: _____

____ Approved ____ Denied Chief of Fire: _____ Date: _____

____ Approved ____ Denied Public Service Director: _____ Date: _____

____ Approved ____ Denied City Manager: _____ Date: _____

____ Approved ____ Denied Resolution/Motion by City Council (for **Seasonal Closure only**)

Comments: _____

Cc: Police Chief
Fire Chief
Public Service Director
Downtown Germantown Manager

DATE FINAL APPROVAL: _____

Additional Comments by Applicant:
