

**READ INSTRUCTIONS THOROUGHLY!**

Complete the attached Street Closing Application and return it with the applicable fee to the City of Jamestown, 102 3rd Avenue SE, Jamestown, ND 58401.

1. Requests for street closing must have City Auditor's Office approval a minimum of seven (7) days prior to the scheduled date of closing. Fees for the closing must be paid seven (7) days prior to the scheduled date of closing.
2. Permit fees will be non-refundable if the closing is cancelled less than (48) forty-eight hours prior to the scheduled closing.
3. The center area of the street must remain clear for emergency vehicles.
4. Application Fee:

**NON-RESIDENTIAL:** \$75.00 for the 1st day – \$25.00 each succeeding day

- Applicant to provide setup of cones and barricades.  
(setup materials may be obtained through a private vendor)
- Applicant to provide Traffic Control Plan
- The City does not provide setup, cones, or barricades.

**RESIDENTIAL:**

- \$75.00-The City will set up and remove barricades (\$25.00 each succeeding day)
- \$25.00-The City delivers and picks up cones from site (Applicant provides set up)
- No charge-Applicant provides personal cones at site (Applicant provides set up)

**COMMUNITY SPIRITED EVENTS**

- The City will provide setup with prior City Council or Committee approval.
- Fee: \$300.00

**PARADES:**

- Contact the Police Department to arrange for a Police escort.

The City Administrator may refer the request for a street closing to the City Council or Public Works Committee meeting for action by said body at its next regular or special council meeting or committee meeting.

CITY OF JAMESTOWN
102 3RD AVENUE SE
JAMESTOWN, NORTH DAKOTA 58401
TELEPHONE 701-252-5900 - FAX 701-252-5903

STREET CLOSING APPLICATION
MUST BE SUBMITTED A MINIMUM OF 7 DAYS PRIOR TO STREET CLOSING

APPLICATION FEE:

NON-RESIDENTIAL: \$75.00 for the 1st day - \$25.00 each succeeding day
Applicant to provide setup of cones and barricades.
Applicant to provide Traffic Control Plan.
The City does not provide setup, cones, or barricades.

RESIDENTIAL: \$75.00-The City will set up and remove barricades (\$25.00 each succeeding day)
\$25.00-The City delivers and picks up cones from site (Applicant provides set up)
No charge-Applicant provides personal cones at site (Applicant provides set up)

COMMUNITY SPIRITED EVENT: \$300.00 - see guidelines on cover page.

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1. NAME OF APPLICANT

2. MAILING ADDRESS:

3. EMAIL ADDRESS

4. BUSINESS PHONE NO. CELL PHONE NO.

5. STREET TO BE CLOSED: (The center area of the street must remain clear for emergency vehicles)

6. DATE & HOURS STREET IS TO BE CLOSED:

7. EVENT FOR WHICH STREET IS TO BE CLOSED:

Auction Sale Block Party Parade Tree Cutting Utility Work

Other:

DATED THIS DAY OF, 20.

SIGNATURE OF APPLICANT

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CITY HALL USE ONLY

Date Application received: Received by:

Application Fee Received: Yes No

Request Approved By: Date:

Date Police Department, Public Works Department, Fire Department, Jamestown Ambulance, James River Transit Notified: