

Please return this form to

Date of application: _____



Brad Case, Parks & Recreation
 501 N. Anderson Street
 Ellensburg, WA 98926
 Or via email to: caseb@ci.ellensburg.wa.us
 Phone (509) 925-8639

**CITY OF ELLENSBURG
 APPLICATION FOR STREET CLOSURE**

Submit application with required additional information prior to the date of the event for a non-construction closure or partial closure of a street in the City of Ellensburg. For construction related street closures call (509) 962-7230.

APPLICANT INFORMATION	
Organization sponsoring the event	
Contact Person Name	
Mailing Address	
Email Address	
Daytime Phone	

STREET CLOSURE INFORMATION	
Street(s) Requested To Be Closed	
Date of Event/Street Closure	
Hours of Closure	
Briefly describe event and activities proposed:	

ADDITIONAL REQUIREMENTS – By checking the box, I understand I must complete each item

<input checked="" type="checkbox"/>	Description	Comments
<input type="checkbox"/>	Certificate of insurance for \$1,000,000 with the City of Ellensburg listed as an additional insured.	Contact City Clerk at (509) 925-8614.
<input type="checkbox"/>	Written petition of approval from all businesses fronting on the street planned for closed closure.	Attach to this application.
<input type="checkbox"/>	Confirmation of street closure and proposed traffic control is adequate and appropriate.	Contact Public Works & Utilities Department at (509) 962-7230.
<input type="checkbox"/>	Consult with and receive approval of the proposed traffic control.	Contact Ellensburg Police Department at (509) 962-7280.
<input type="checkbox"/>	Consult with and receive approval for emergency fire lanes.	Kittitas Valley Fire & Rescue at (509) 933-7230.

City Council must approve street closures. Should City Council approve this application for street closure, complete the following

<input checked="" type="checkbox"/>	Description	Comments
<input type="checkbox"/>	Present Certificate of insurance for \$1,000,000 to City Clerk.	Must be received at least a week prior to event.
<input type="checkbox"/>	Obtain an event license from City Clerk.	Only if vendors are involved.
<input type="checkbox"/>	Arrange for Ellensburg Police Department Services.	Only if police service are required.
<input type="checkbox"/>	Arrange for adequate street barricading.	Public Works & Utilities Department (509) 962-7280.
<input type="checkbox"/>	Arrange for emergency fire lanes.	Kittitas Valley Fire & Rescue at (509) 933-7230.

For Office Use Only

The following items have been considered and adequately arranged for:

<input checked="" type="checkbox"/>	Description	Comments
<input type="checkbox"/>	Certificate of insurance for \$1,000,000 showing the City of Ellensburg as an additional insured.	Insurance Company providing Certificate is:
<input type="checkbox"/>	Written petition of approval from all businesses.	Received? _____ YES _____ NO
<input type="checkbox"/>	An Event License is required.	Received? _____ YES _____ NO
<input type="checkbox"/>	Public Works has reviewed the street closure request. _____ Signature of Public Works & Utilities Director	
<input type="checkbox"/>	Police Department has reviewed the street closure request. _____ Signature of Police Chief	
<input type="checkbox"/>	Kittitas Valley Fire & Rescue has reviewed the street closure request. _____ Signature of Fire Chief	