

**CITY OF THE DALLES PUBLIC WORKS**

1215 WEST 1<sup>st</sup> STREET  
THE DALLES, OREGON 97058  
(541) 288-5401

Application Fee	\$10
Expedite Fee	\$25
Event Deployment Fee	\$50
A contractor work zone is not an event.	

## SIDEWALK/STREET CLOSURE APPLICATION

In accordance with The Dalles [Municipal Code 2.24.060](#), the sidewalk/street closure permit application must be submitted at least seven (7) business days prior to the proposed closure date. The Public Works Department shall have seven days to process the application. Fee(s) must be paid in full before application will be processed. **This permit will be considered a public document. All information submitted will be accessible to the public, in its entirety, on the City's website.**

Please download and save this form before filling it out.

Date of Application:

06/26/2023

Format: MM/DD/YYYY

Applicant First Name

Jeff

Primary First Name

Contact/Responsible Party

If the responsible party is not the applicant

Business Name:

Northern Wasco County PUD

Phone:

(541) 296-2226

On-call emergency phone number

Applicant Last Name

Handley

Primary Last Name

Email:

jeff-handley@nwascopud.org

Primary email address

Mailing Address:

2345 River Rd

Other Phone:

(541) 397-0372

Daytime phone number

For sidewalk closures a temporary pedestrian accessible route plan (TPARP) must be selected.

- View the TPARP advisory memorandum [here](#).
- View the TPARP options [here](#) and then select the type you will use.

Type of Closure:

- ☒ Street (TCP Required)
- ☒ Sidewalk (TPARP Required)
- ☐ City-Owned Parking Lot (TCP Required)
- ☐ Dumpster placed in the right-of-way
- ☐ Other (Describe below)

Please describe other type of right-of-way closure

Location(s) of closure

East 19th at East 20th  
East 19th at East 18th

For sidewalk closures, select a type of Temporary Pedestrian Accessible Route Plan (TPARP):

- ☐ 1.a. Sidewalk diversion - Within roadway
- ☒ 1.b. Sidewalk diversion - Additional right-of-way
- ☐ 2. Sidewalk closure - Mid-block
- ☐ 3. Sidewalk closure - Corner

Reason for closure (e.g. event, construction, etc.)

Setting utility Poles with a crane.

Please write the addresses or sections of sidewalk/street for the requested closure.

Closure begin date

07/10/2023

Format: MM/DD/YYYY

Time

11:00

Closure end date

07/10/2023

Format: MM/DD/YYYY

Time

16:00

Please describe the project or event for the requested closure.

## Sidewalk/Street Closure Fees

Fee(s) must be paid in full before application will be processed.

1. Application Fee: \$10.00
2. Expedited Fee (when application is turned in less than 5 days prior to the event): \$25.00
3. Event Deployment Fee (on for profit events which require use of City signs and barricades that staff deliver to event): \$50.00  
A contractor work zone is not an event.

To pay by credit card, call the Public Works Department at (541) 296-5401.

To pay with a check or cash, mail or deliver to the City of The Dalles Public Works Department, 1215 West 1st Street, The Dalles, 97058 during business hours, weekdays 7:00 a.m. to 4:00 p.m.

## Required Attachments

The applicant may be required to email one or more items to complete this application:

1. For street closures, applicants must attach a written and drawn **traffic control plan** that shows the safe and efficient movement of public traffic through or around a work/closure zone while protecting workers, incident responders, and equipment. The traffic control plan will be reviewed per the [Oregon Temporary Traffic Control Handbook](#).
2. Applicants for street or City-owned parking lot closures for events or construction work must provide a **Certificate of General Liability Insurance** with a minimum of \$1,000,000 coverage, with stated purpose of on the Certificate for the event and listing The City of The Dalles, 313 Court St. The Dalles, OR 97058 as a co-insured. Insurance is in addition to acknowledgement of responsibility and cannot be cancelled without prior notice to the City.

View the City's policy for insurance requirements [here](#). Read The Dalles Municipal Code 2.24.060 [here](#).

## Acknowledgment of Applicant Responsibility

- ☒ I, the Applicant, agree to comply with the provisions of the City Charter, The Dalles Municipal Code (including TDMC 2.24.060), Resolutions, City policies connected with sidewalk and street closures, and with the requirements listed in this Application.
- ☒ I, the Applicant, agree to indemnify, defend, and hold harmless the City of The Dalles and its officers, agents, and employees, from and against all liability, loss, and costs (of whatever form or nature, including property damage, pedestrian accessibility, personal injury, and death) arising from or relating in any way to actions, suits, claims, or demands attributable in whole or in part to my (including my officers, agents, and employees) acts or omissions in the performance of activities connected with this Permit.
- ☒ I, the Applicant, certify I or the Responsible Party listed in this Application will notify adjacent property or business owners 72 hours prior to any closures authorized by this Permit.
- ☒ I, the Applicant, certify I or the Responsible Party listed in this Application shall remain on-site or be available for on-call emergencies for the duration of the Permitted event and closure.
- ☒ I, the Applicant, certify I or the Responsible Party listed in this Application will notify City Public Works Central Dispatch at the times of both closure and reopening by calling (541) 298-5507.

Failure of the applicant to meet the requirements of this permit, including following of the Traffic Control Plan and/or Temporary Pedestrian Accessible Route Plan, will result in a Stop Work Order and possible revocation of the permit.

*By clicking submit and pasting or typing your name/signature in the signature line, you confirm you have read, understood, and affirmatively agree to be bound by the terms and conditions described.*

Applicant Signature



Please save the form after signing. Then [click to email the form to publicworks@ci.the-dalles.or.us](mailto:publicworks@ci.the-dalles.or.us)

## Receipt of Required Items

City Use Only

TCP for Street/Parking Lot Closure:	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Required
TPARP for Sidewalk Closure:	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Required
Certificate of General Liability:	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Required
Payment Received: <input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card



# Record of Approvals

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Americans with Disabilities Act  
Coordinator

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Human Resources/Risk  
Director

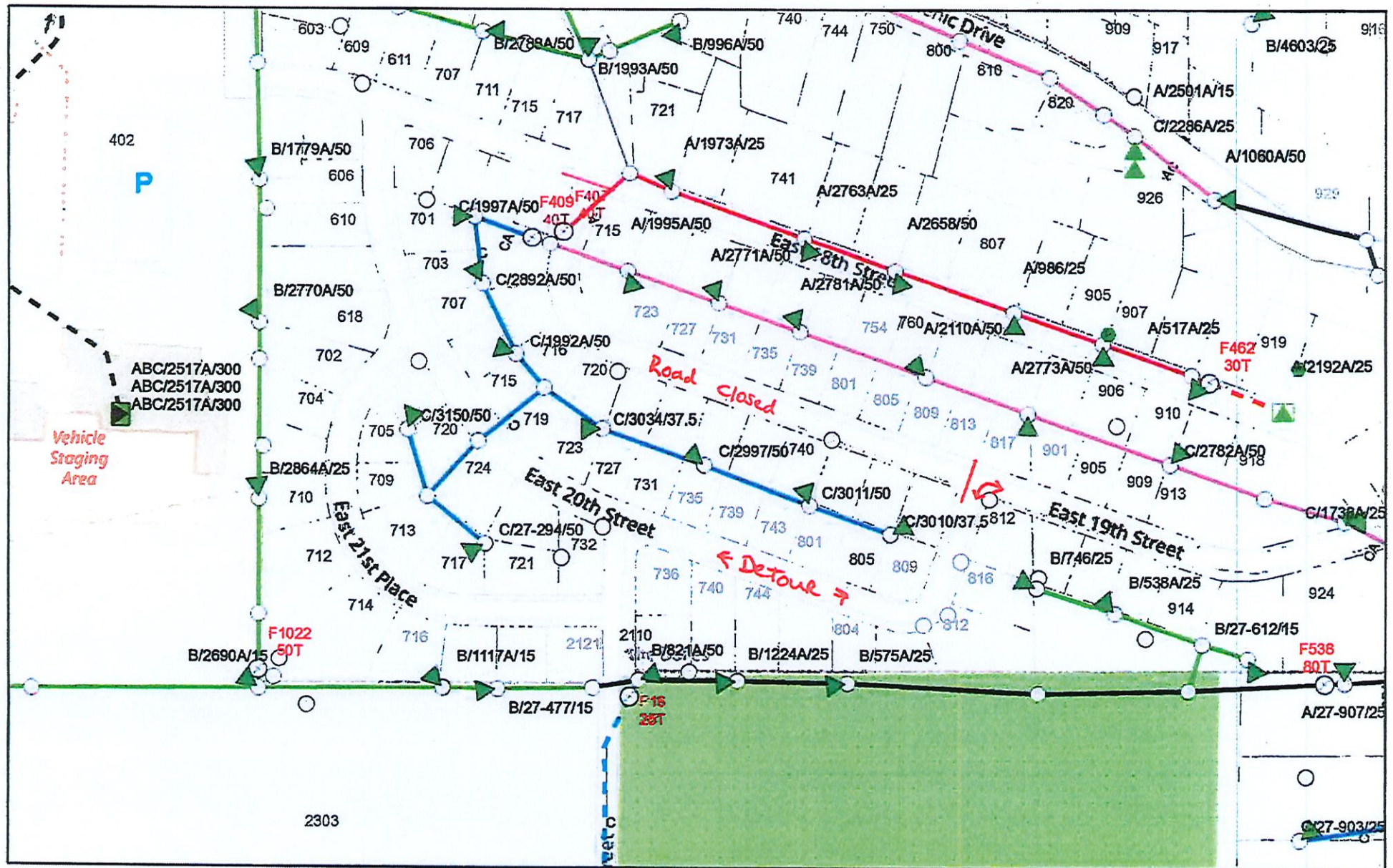
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Transportation Division  
Manager

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Permit Expiration Date

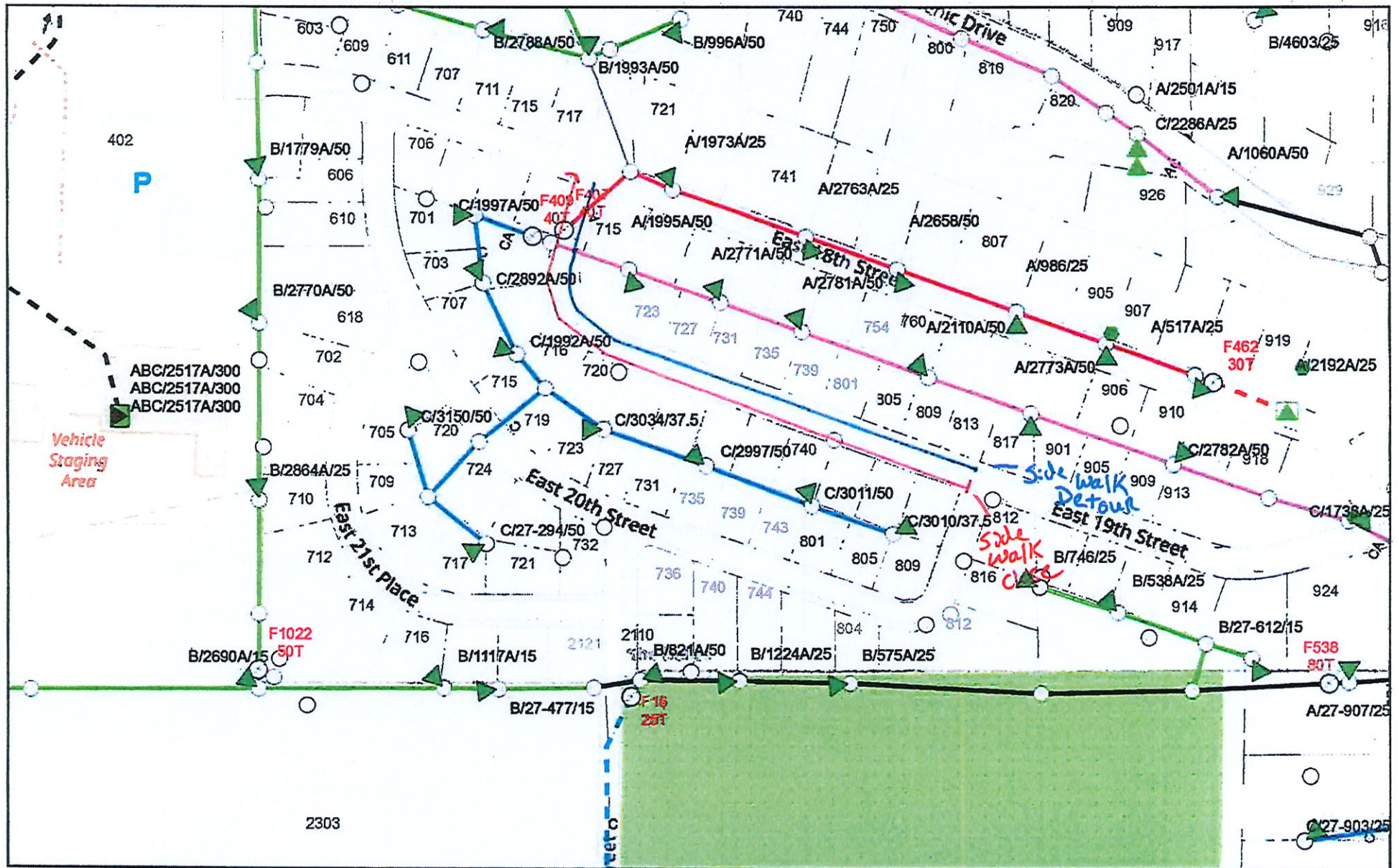
TCP



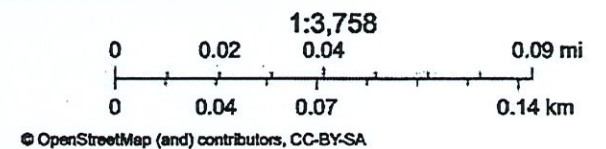
June 26, 2023

© OpenStreetMap (and) contributors, CC-BY-SA

# Catalyst Map *TAR P*



June 26, 2023



## Jean Corbin

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**From:** Dave Anderson  
**Sent:** Monday, June 26, 2023 3:51 PM  
**To:** 'steven-horzynek@nwascopud.org'  
**Cc:** Eric Hansen; Jean Corbin  
**Subject:** FW: Road and sidewalk closure permits

Steve-

Thank you for reaching out because we too value our opportunities to support each other in the servicing of our community. Unfortunately, this is also our busy time and we will not be able to fully accommodate your request. If needed, we can loan signs that might be needed to close streets, identify detour routes, and guide pedestrians to the extent that we have signs available; many of our signs are in use on our projects. We will not, however, have the resources to develop the needed traffic control plans, Temporary Pedestrian Accessible Route Plans (TPARPs), or deploy and pick-up the signs. As part of the permit process, we will be able to review and approve the plans as you submit them.

I hope this helps, and good luck with your project.

***Dave Anderson***  
Public Works Director  
City of The Dalles  
1215 W 1<sup>st</sup> Street  
The Dalles, OR 97058  
(541) 506-2008

**PUBLIC RECORDS LAW DISCLOSURE:**

This email is a public record of the City of The Dalles and is subject to public inspection unless exempt from disclosure under Oregon Public Records Law. This email is also subject to the City's Public Records Retention Schedule

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**From:** Jean Corbin <jcorbin@ci.the-dalles.or.us>  
**Sent:** Monday, June 26, 2023 3:38 PM  
**To:** Dave Anderson <danderson@ci.the-dalles.or.us>  
**Subject:** FW: Road and sidewalk closure permits

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**From:** Steven Horzynek <[steven-horzynek@nwascopud.org](mailto:steven-horzynek@nwascopud.org)>  
**Sent:** Monday, June 26, 2023 11:48 AM  
**To:** Jean Corbin <[jcorbin@ci.the-dalles.or.us](mailto:jcorbin@ci.the-dalles.or.us)>; Jeff Handley <[jeff-handley@nwascopud.org](mailto:jeff-handley@nwascopud.org)>

**Cc:** David Mills <[dmills@ci.the-dalles.or.us](mailto:dmills@ci.the-dalles.or.us)>; Nathan Munsen <[nmunsen@ci.the-dalles.or.us](mailto:nmunsen@ci.the-dalles.or.us)>

**Subject:** RE: Road and sidewalk closure permits

WARNING: Email from external source. Links and attachments could pose security risks. Investigate sender and think before you click.

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Hi Jean,

Thank you for the information below. I want to provide you with background on our submitted permit.

We have a contract with Yates Line Construction Company to provide a labor crew with very limited equipment as a second crew to assist us in rebuilding aged assets throughout our territory. We pay Yates based on submitted time sheets and fixed equipment costs. They work under the Districts leadership and supervision on projects assigned to them like our own internal crew. Yates has full access to our equipment and staff to accomplish the issued projects. Yates is not a contract crew hired to perform a bided project where we would require them to provide all equipment, sub-contractors, permits or flagging support needed to complete the project. This is the same type of contract we have with Trees inc for our vegetation management program.

The permit submitted to you is created by the District for District work, performed by the District.

We have always appreciated the support from the City in providing the barricades and signage because we were assured to receive the correct equipment required for the approved project and in very good condition.

If there is something I have missed, or I'm misunderstanding your position, please let me know.

Thank you,  
Steve

Steven Horzynek  
Engineering Supervisor  
Northern Wasco County PUD  
541-506-3806

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**From:** Jean Corbin <[jcorbin@ci.the-dalles.or.us](mailto:jcorbin@ci.the-dalles.or.us)>

**Sent:** Monday, June 26, 2023 9:57 AM

**To:** Jeff Handley <[jeff-handley@nwascopud.org](mailto:jeff-handley@nwascopud.org)>

**Cc:** Steven Horzynek <[steven-horzynek@nwascopud.org](mailto:steven-horzynek@nwascopud.org)>; David Mills <[dmills@ci.the-dalles.or.us](mailto:dmills@ci.the-dalles.or.us)>; Nathan Munsen <[nmunsen@ci.the-dalles.or.us](mailto:nmunsen@ci.the-dalles.or.us)>

**Subject:** RE: Road and sidewalk closure permits

**[EXTERNAL]** This message originates from outside of the PUD.

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Hello Jeff,

Per our conversation on the phone some additional information regarding the permits.

1. Public Works is not able to provide any barricades and or signage, it is the contractor's responsibility to provide all traffic control and signage.
2. A Certificate of Liability Insurance will need to be provided to us either by PUD or the contractor that will be working in the City's Right of Way.
3. There is an Application Fee of \$10 **per** application. We can take credit card payments over the phone or we also except cash and check.

Once I receive the COI and payment I will be able to process the permits.

Please let me know if you have any questions.

Thank you,

*Jean Corbin*

Administrative Secretary

City of The Dalles

1215 W. 1<sup>st</sup> Street

The Dalles, OR. 97058

541-506-2001

[jcorbin@ci.the-dalles.or.us](mailto:jcorbin@ci.the-dalles.or.us)

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This email is also subject to the City's Public Records Retention Schedule.

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**From:** Jeff Handley <[jeff-handley@nwascopud.org](mailto:jeff-handley@nwascopud.org)>

**Sent:** Monday, June 26, 2023 8:40 AM

**To:** publicworks <[publicworks@ci.the-dalles.or.us](mailto:publicworks@ci.the-dalles.or.us)>

**Cc:** Steven Horzynek <[steven-horzynek@nwascopud.org](mailto:steven-horzynek@nwascopud.org)>

**Subject:** Road and sidewalk closure permits

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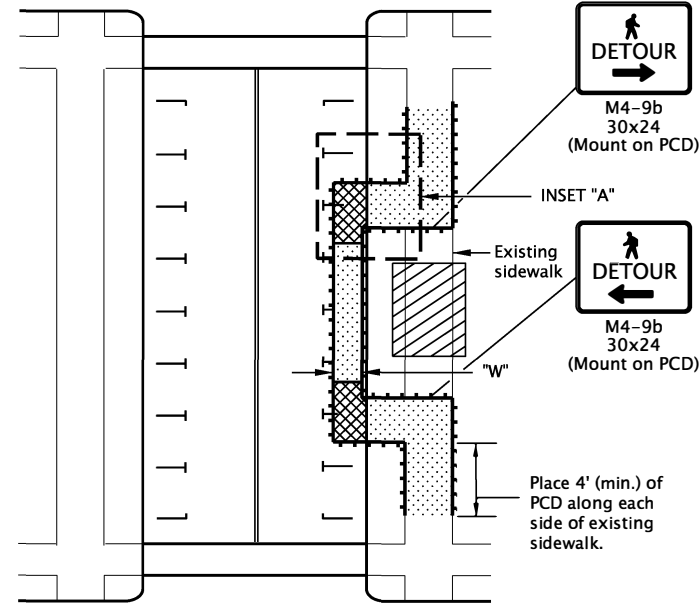
Hello,

Northern Wasco County PUD is having a contractor replace aging utility poles and conductor. This project is requiring the use of a crane. We will need to close a street and sidewalk 3 different partial days for us to crane the new poles into residents' backyards. I have included a map and application for each day.

We are requesting the city Road Department to assist us with the street closures by providing the barricades and signage. We also would request the support from the Road Department to install and remove the barricades in the road and installing the signage.

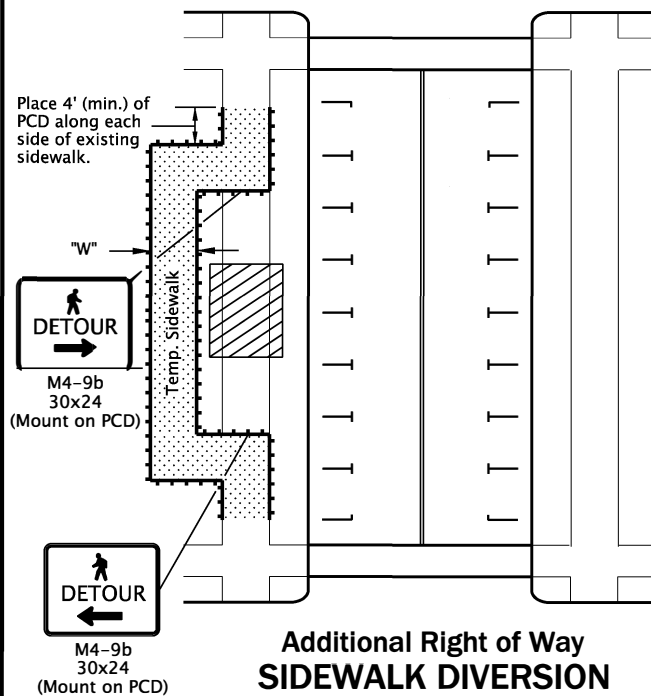
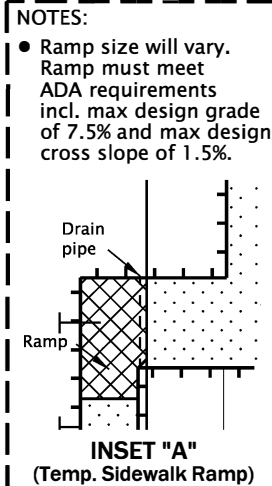
We also need to have on street parking on the southside of each street closed I did not see any place on the application for that. We would also ask for help in signage and barricades for the no parking.

Thank you,

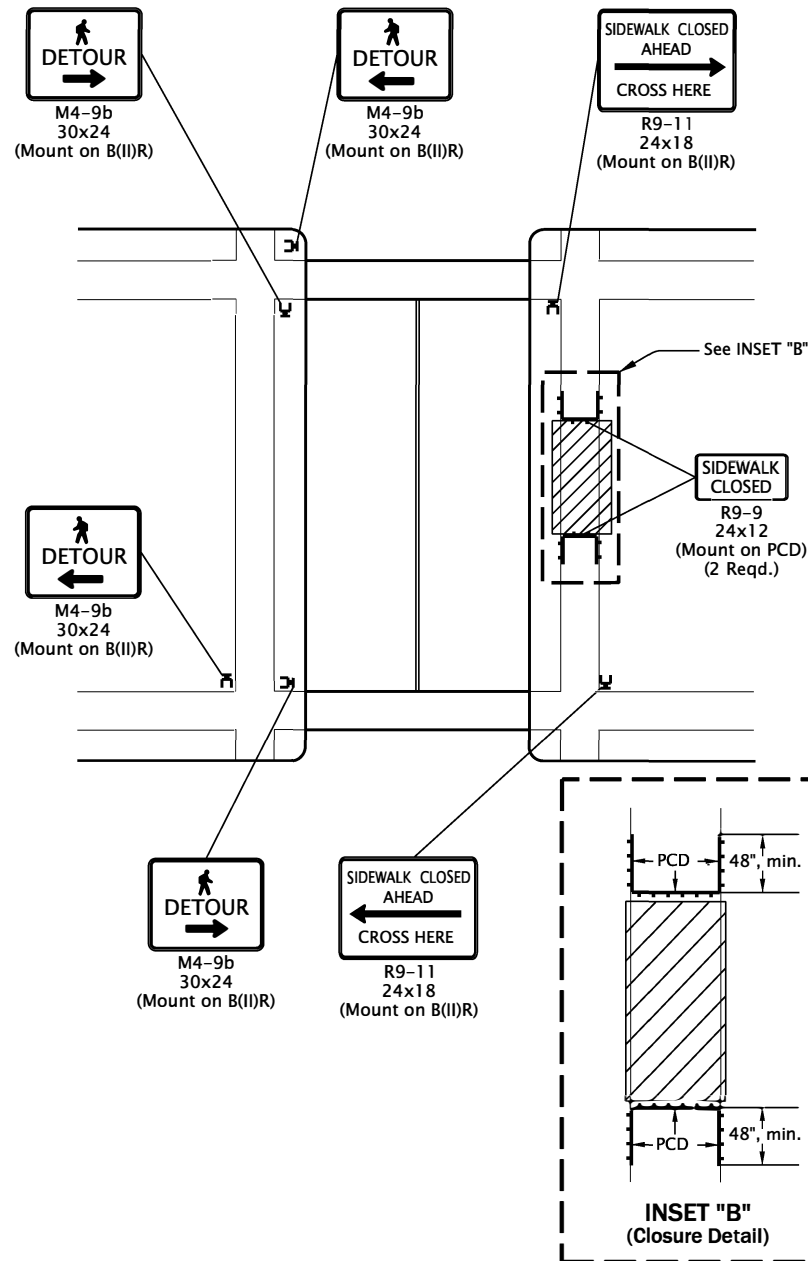


### Within Roadway SIDEWALK DIVERSION

- NOTES:**
- Place or construct temp. sidewalk ramp, as needed.
  - For roadways with a pre-construction posted speed of 40 mph or less.
  - See inset "A" for Temp. Sidewalk Ramp details.
  - "W" = 60", or, where 60" width cannot be maintained through the entire route, provide 48" min. width with 60" x 60" passing spaces every 200 ft.
  - Use temporary ADA compliant surfaces to cross planter strips or other non-traversable surfaces.



### Additional Right of Way SIDEWALK DIVERSION

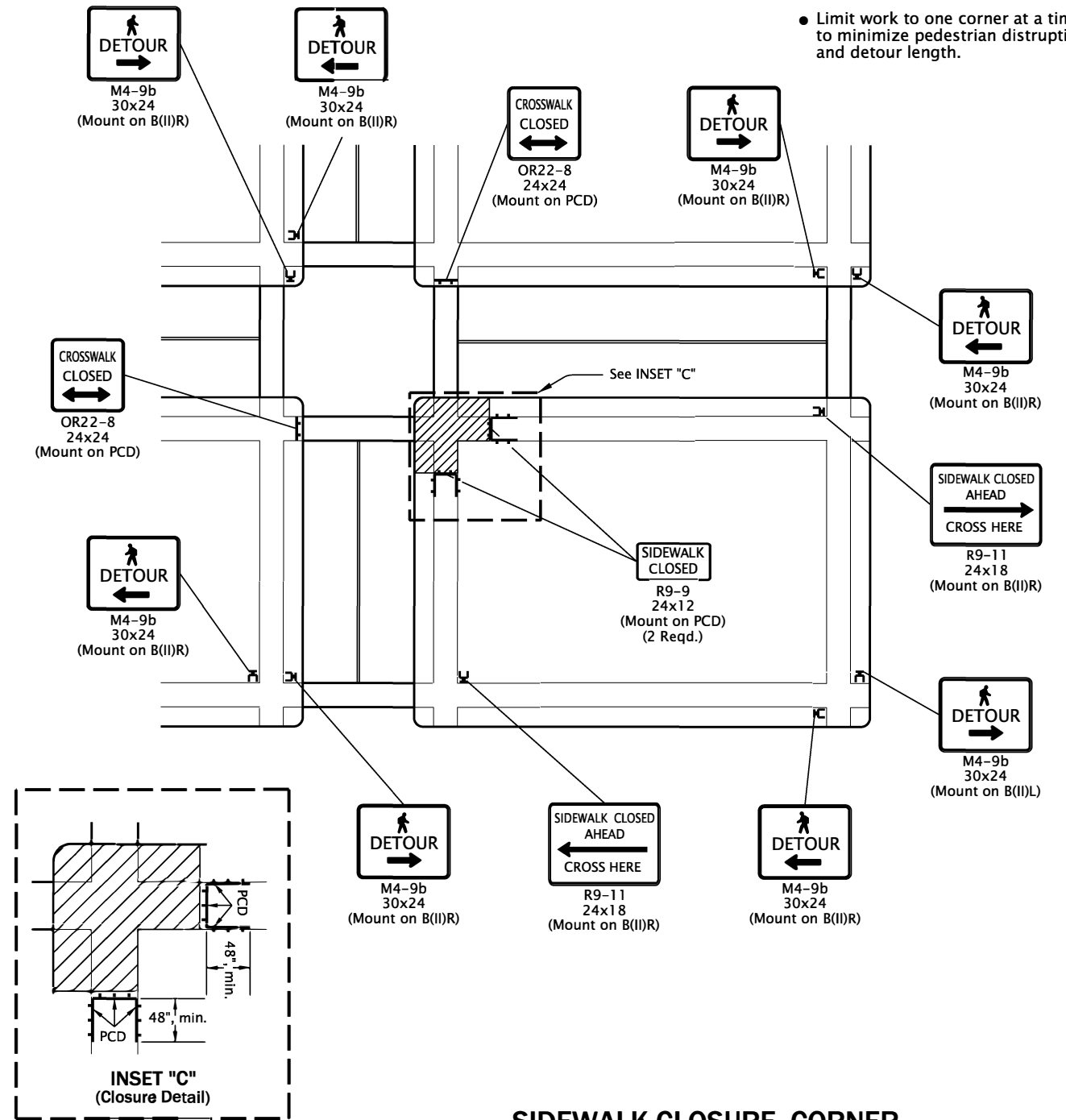


### SIDEWALK CLOSURE, MIDBLOCK

#### GENERAL NOTES FOR ALL DETAILS:

- When closing or relocating crosswalks or other pedestrian facilities provide ADA compliant facilities. Include accessibility features consistent with existing pedestrian facilities by providing adequate slope transitions and surfacing.
- Provide non-slip, 60 inch minimum wide surface through entire pedestrian route. If not possible, provide 48" min. width with 60" x 60" passing spaces every 200 feet along the route.
- Only TCD for pedestrians are shown. Other devices may be necessary to control vehicular traffic.
- Stage work, as necessary, to provide a temporary pedestrian access route at all times. For roadways with no available detours, maintain one open sidewalk at all times.
- Minimize pedestrian out-of-direction travel.

- UNDER PEDESTRIAN TRAFFIC
- UNDER CONSTRUCTION
- PEDESTRIAN CHANNELIZING DEVICE (PCD)





### SIDEWALK CLOSURE, CORNER

- NOTE:**
- Limit work to one corner at a time to minimize pedestrian disruption and detour length.





CALC. BOOK NO. _____ N/A _____		SDR DATE _____ 01-JUL-2020 _____	
<p><i>The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.</i></p>		NOTE: All material and workmanship shall be in accordance with the current City of The Dalles Standard Specifications	
		<b>CITY OF THE DALLES STANDARD DRAWINGS</b>	
		<b>TEMPORARY PEDESTRIAN ACCESSIBLE ROUTES</b>	
		2022	
		DATE	REVISION DESCRIPTION

## BORROWED SIGN CHECKLIST





### General

<input type="checkbox"/> Cones, # _____ of Traffic Cones (28" Traffic Cones if used overnight)		Checked Out by _____ Checked In by _____
<input type="checkbox"/> Barricades, # _____ of Barricades, Type of Barricade _____ (II or III)		Checked Out by _____ Checked In by _____
<input type="checkbox"/> Sandbags, # _____ of Sandbags (used to weigh signs down from the wind)		Checked Out by _____ Checked In by _____
<input type="checkbox"/> Other, # _____		Checked Out by _____ Checked In by _____

### Street Closure

<input type="checkbox"/> Road Work Ahead Rollup, # _____		Checked Out by _____ Checked In by _____
<input type="checkbox"/> Road Closed Ahead - Rollup, # _____		Checked Out by _____ Checked In by _____
<input type="checkbox"/> Road Closed - Rollup, # _____		Checked Out by _____ Checked In by _____
<input type="checkbox"/> Detour - Rollup # _____		Checked Out by _____ Checked In by _____

### Sidewalk Closure

<input checked="" type="checkbox"/> Sidewalk Closed - Rollup # <u>2</u>		<u>ON BARRICADE</u>	Checked Out by _____ Checked In by _____
<input checked="" type="checkbox"/> Sidewalk Closed Ahead Cross Here - On Barricade # <u>2</u>		<u>1 LT. 1 RT.</u>	Checked Out by _____ Checked In by _____
<input checked="" type="checkbox"/> Sidewalk Detour - On Barricade # <u>4</u>		<u>2 LT. 2 RT.</u>	Checked Out by _____ Checked In by _____
<input type="checkbox"/> Crosswalk Closed - On Barricade # _____			Checked Out by _____ Checked In by _____
<input type="checkbox"/> Pedestrian Channelization Devices, Length or Number of sections _____			Checked Out by _____ Checked In by _____

### Other Signs

_____, # of Signs _____	Checked Out by _____ Checked In by _____
_____, # of Signs _____	Checked Out by _____ Checked In by _____



**City of The Dalles**  
313 Court Street | PO Box 1790  
The Dalles, OR 97058  
(541) 296-5481

XBP Confirmation Number: 147961020

Transaction detail for payment to City of The Dalles.		Date: 06/28/2023 - 9:30:32 AM MT	
Transaction Number: 200259242 Visa — XXXX-XXXX-XXXX-9079 Status: <b>Successful</b>			
Account #	Item	Quantity	Item Amount
	Convenience Fee	1	\$2.50
	SidewalkStreet Closure Permit	1	\$30.00

**TOTAL: \$32.50**

**Billing Information**  
Jeff Handley  
, 97058

Transaction taken by: Admin ckeever

GENERAL LIABILITY and AUTO LIABILITY EVIDENCE OF INSURANCE CERTIFICATE							
AGENCY/AGENT - ISSUING CERTIFICATE				Date: 05/04/2023			
WHA Insurance 2930 Chad Dr Eugene, OR 97408 Nathan Cortez 800-852-6140				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE COVERAGE DOCUMENTS. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN ANY OF THE FOLLOWING PARTIES: THE AGENCY, NAMED PARTICIPANT, CERTIFICATE HOLDER AND/OR COMPANIES AFFORDING COVERAGE.			
NAMED PARTICIPANT/MEMBER - REQUESTING CERTIFICATE				ORGANIZATIONS AFFORDING COVERAGE			
Northern Wasco County P.U.D. 2345 River Rd The Dalles, OR 97058 Lana Egbert 541-298-3303				Company A - Special Districts Insurance Services (SDIS)			
				Company B - Genesis Insurance Company			
COVERAGES							
This is to certify that Coverage Documents listed herein have been issued to the Named Participant herein for the Coverage Period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the Coverage Documents listed herein is subject to all the terms, conditions and exclusions of such Coverage Documents. Aggregate Limits which are shown may have been reduced by paid Claims, Suits or Actions. The titles referenced under Type of Coverage are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.							
OR/CO LTR	Type of Coverage		Limits		Coverage Document	Effective Date	Expiration Date
A B	SDIS Liability Coverage		Annual Aggregate	None			
	X	Per Occurrence	\$10,000,000		38P42738-423	01/01/2023	12/31/2023
	X	Per Wrongful Act					
	X	Public Officials Liability					
	X	Employment Practices	\$5,000,000				
	Employment Practices Deductible/SIR: \$0 Wrongful Acts Deductible/SIR: \$0 General Liability Deductible/SIR: \$1,000  *\$10,000 Minimum deductible for terminations if SDIS or approved legal counsel is not consulted prior to an employment termination.						
A B	Auto Liability						
	X	Scheduled Autos	\$500,000		38P42738-423	01/01/2023	12/31/2023
	X	Hired & Non-Owned Autos					
	X	Per Accident					
	X	Deductible/SIR: \$0					
Excess Auto Liability							
A B	X	Scheduled Autos	\$9,500,000		38P42738-423	01/01/2023	12/31/2023
	X	Hired & Non-Owned Autos					
	X	Per Accident					
	X	Excess of: \$500,000					
A B	Supplemental Auto Liability						
	X	UM/UIM	\$500,000		38P42738-423	01/01/2023	12/31/2023
	X	Personal Injury Protection	Per Schedule in Coverage Document				