



CITY OF THE DALLES PUBLIC WORKS

1215 WEST 1st STREET
THE DALLES, OREGON 97058
(541) 296-5401

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:

Format: MM/DD/YYYY

Applicant First Name

Applicant Last Name

Primary First Name

Primary Last Name

Contact/Responsible Party

Email:

If the responsible party is not the applicant

Primary email address

Business Name:

Mailing Address:

Phone:

Other Phone:

On-call emergency phone number

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)

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

Please describe other type of right-of-way closure

Location(s) of closure

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

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

Please describe the project or event for the requested closure.

Closure begin date

Time

Closure end date

Time

Format: MM/DD/YYYY

Format: MM/DD/YYYY

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

Receipt of Required Items

City Use Only

TCP for Street/Parking Lot Closure:	Attached	Not Required
TPARP for Sidewalk Closure:	Attached	Not Required
Certificate of General Liability:	Attached	Not Required
Payment Received:	Check Cash	Credit Card

Record of Approvals

Americans with Disabilities Act
Coordinator

Human Resources/Risk
Director

Transportation Division
Manager

Permit Expiration Date

Josh Smith

From: David Mills <dmills@ci.the-dalles.or.us>
Sent: Wednesday, August 16, 2023 2:46 PM
To: Josh Smith
Subject: RE: 9 Pole Changeout - Alley between 3rd & 4th

[EXTERNAL E-MAIL]: Caution! This email originated outside of the organization! Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Josh,

For alley closures I would suggest you use a road closed sign at each end of the alley. Then set out a couple road work ahead signs on the main roads. If you decide to only close a portion of the alley, just move the road closed signs to your work zone. There is no need for detour signs for an alley closure.

One problem we have encountered when working in the alleys is parked cars. You will want to post no parking signs at least 24 hours prior.

I would be more than happy to meet with you on the phone or onsite if you need. Just let me know.

Thank you for reaching out.

David Mills
Transportation
Division Manager

Phone: 541-506-2011
Mobile: 541-980-8919
dmills@ci.the-dalles.or.us



City of The Dalles Public Works
1215 W 1st Street
The Dalles, OR 97058

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.

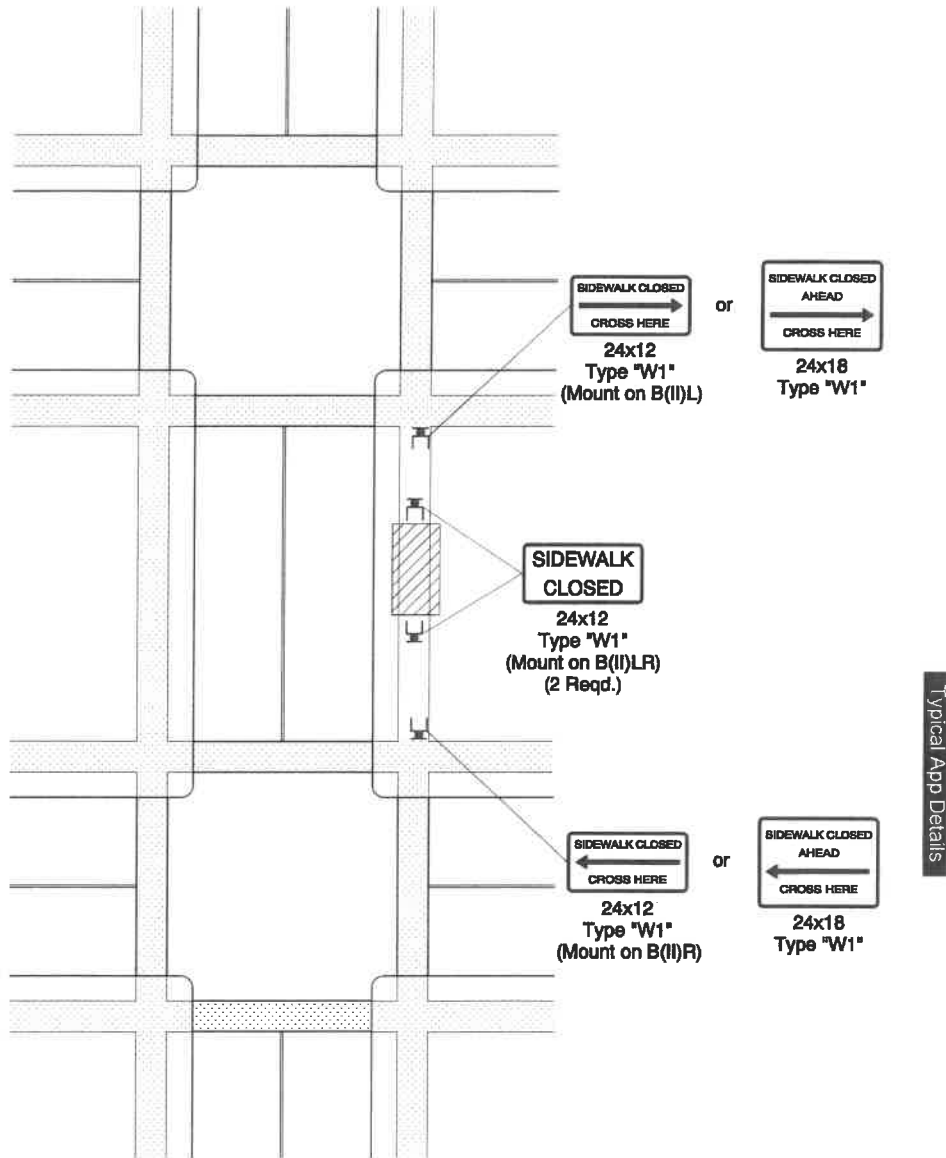
From: Josh Smith <josh-smith@nwascopud.org>
Sent: Wednesday, August 16, 2023 1:44 PM
To: David Mills <dmills@ci.the-dalles.or.us>
Subject: RE: 9 Pole Changeout - Alley between 3rd & 4th

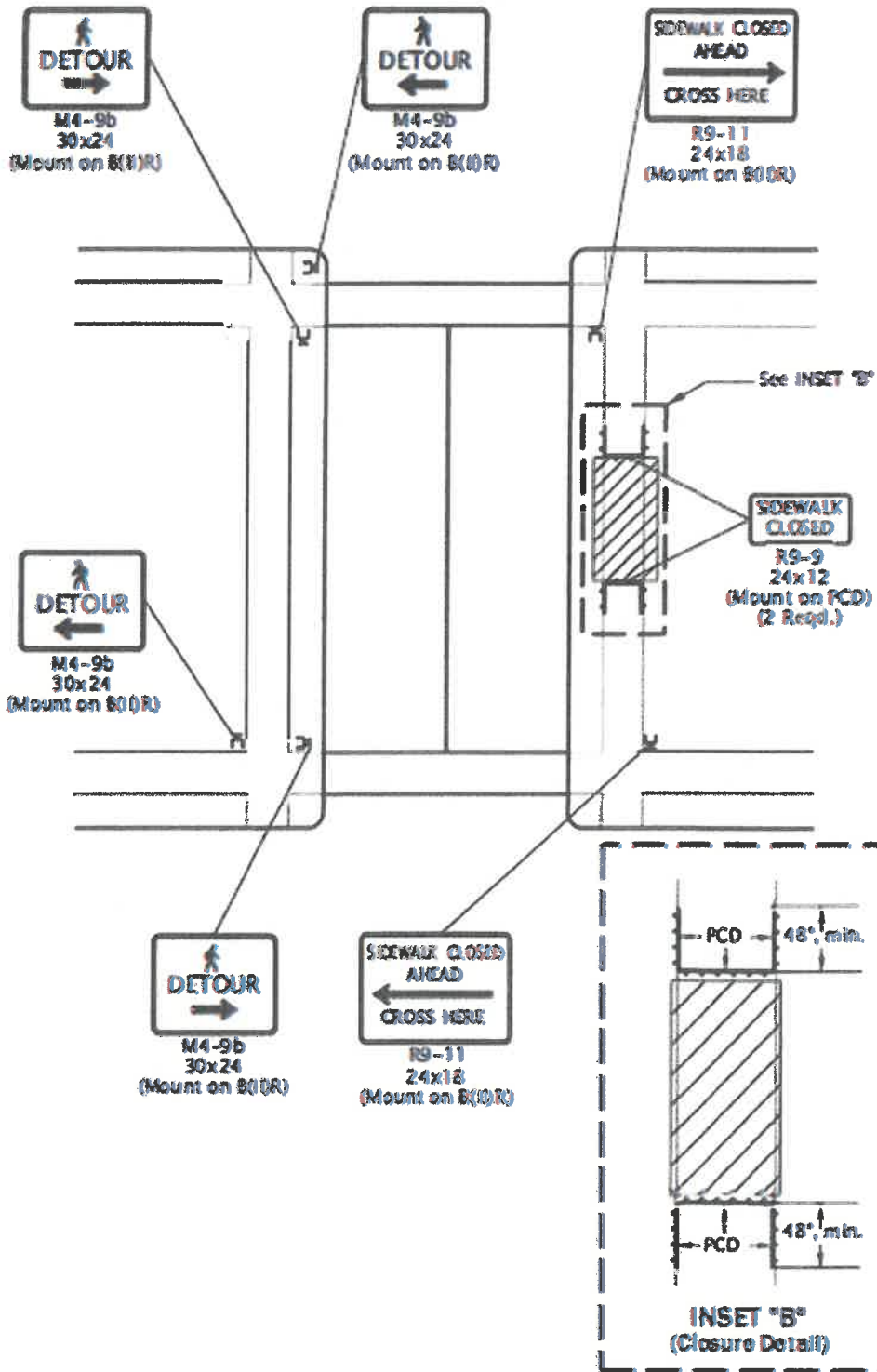
WARNING: Email from external source. Links and attachments could pose security risks. Investigate sender and think before you click.

David,

Pedestrian Accommodation, Mid-Block **Diagram 5-7**

The sidewalk should be closed at the nearest intersection on each side of the work area when a safe, ADA-compliant path through the work area is not available.





2. SIDEWALK CLOSURE - Mid-block

Pedestrian Accommodation Diagrams

See Diagrams 5-7 and 5-8, below, for pedestrian accommodations in work zones.

Pedestrian Accommodation Principles:

1. If the work impacts the sidewalk or pedestrian facility, provide a safe, accessible path, where practical, in accordance with the requirements of the ADA.
2. If not practical to match the width of the existing pedestrian facilities, maintain a 4-ft minimum width.
3. Unless a reasonably safe route can be provided through the work space, pedestrians should be appropriately directed with advance signing to cross the road. Do not divert pedestrians into travel lanes.
4. Install pedestrian closure or detour signing on Type II barricades.

Make every practical effort to satisfy the following:

- If work closes a sidewalk or sidewalk ramp, close sidewalks at a point where an alternate crossing point or route can be provided. Minimize the amount of out-of-direction travel for pedestrians.
- Use a combination of "SIDEWALK CLOSED" (R9-9), "SIDEWALK CLOSED USE OTHER SIDE" (R9-10), "SIDEWALK CLOSED AHEAD CROSS HERE" (R9-11), and "SIDEWALK CLOSED CROSS HERE" (R9-11a) signing to direct pedestrians to an alternate facility.
- Where there are business destinations between the nearest crosswalk and the work area, close the sidewalk at the business access nearest the work area, where practical using the SIDEWALK CLOSED sign. Include the SIDEWALK CLOSED AHEAD CROSS HERE sign at the nearest crosswalk prior to the closure.

5.1 Mobile Operations

Mobile Operation on Shoulder

Diagram 100

Diagram 100 covers a typical continuous moving operation on the shoulder, not on a freeway (see Section 5.7 – Freeway Work).

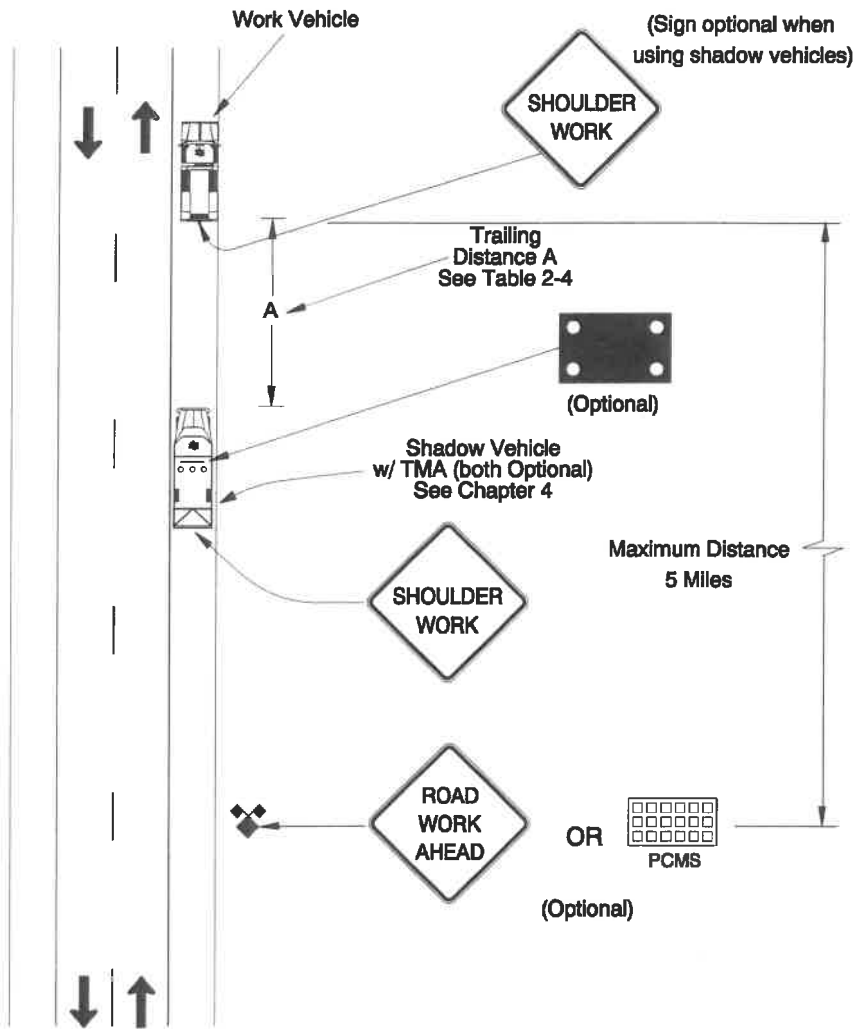
1. Use truck-mounted flashing warning lights on work and shadow vehicles.
2. For added visibility, truck-mounted arrow boards or PCMS in caution mode may be used.
3. If the work equipment has to be partially in the travel lane, maintain a lane width of ten feet or occupy the adjacent travel lane and use the appropriate mobile lane closure diagram. On low volume roads, a minimum lane width of 9 feet may be allowed.
4. A shadow vehicle should be used when:
 - a. Sight distance is periodically less than 750 feet, or
 - b. Dust created by the operation, fog or other low visibility conditions reduces sight distance to less than 500 feet.

If the above conditions are not met, the shadow vehicle is optional.

5. A shadow vehicle is also optional when the volume is below 400 ADT.
6. When a shadow vehicle is used:
 - a. Signs on work vehicle are optional, and
 - b. The shadow vehicle may replace the advance warning signs.
7. The shadow vehicle should:
 - a. Adjust the space between the work vehicle and between each additional shadow vehicle to maintain traveling distances found in Table 2-4; and,
 - b. Slow down in advance of curves that restrict sight distance.
8. If a shadow vehicle is not used:
 - a. Advance warning signs or PCMS should be used, and
 - b. The signs may cover up to five miles and should include the distance on the sign.
9. When the work vehicle is traveling alone, a TMA should be considered.
10. Use "SHOULDER WORK" (W21-5), "RIGHT SHOULDER CLOSED" (W21-5aR) or other work-appropriate sign on the initial vehicle. Minimum sign size is 36 inches. A PCMS may be used in place of signs.
11. Where practical and when needed, the work and shadow vehicles should pull over periodically to allow motor vehicle traffic to pass.

Mobile Operation on Shoulder

Diagram 100



Pole 1 & 2– Alley Closure only with “Do not Enter” Signs

(Alley between Burgerville Drive Thru and Union st)



~~— X —~~ ROAD CLOSURE

Pole 3, 4, & 5 – Alley Closure only with “Do not enter” Signs

(Alley between Union and court)



~~X~~ ROAD CLOSED

Pole 6 -- Alley Closure only with "Do not enter" Signs

(Alley between Court and Washington—Specifically between Washington and US Bank Drive Thru)



~~— X —~~ ROAD CLOSED

Pole 7 -- Alley Closure only with Midblock Sidewalk Restrictions, Shoulder work, and "Do not enter" Signs


(Alley between Washington and Federal –Specifically on Alley on Washington’s side with a portion of the shoulder and sidewalk closed down)



 SIDE WALK CLOSED

 - SIDE WALK DETOUR

 SHOULDER CLOSED

 ROAD CLOSED

Pole 8 -- Alley Closure only with "Do not enter" Signs

(Alley between Federal and Laughlin – behind Wells Fargo & Hammel Building)



~~X~~ ROAD CLOSED

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	38P42738-423	01/01/2023	12/31/2023
	X Per Occurrence	\$10,000,000				
	X Per Wrongful Act					
	X Public Officials Liability					
	X Employment Practices					
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			38P42738-423	01/01/2023	12/31/2023
	X Scheduled Autos	\$500,000				
	X Hired & Non-Owned Autos					
	X Per Accident					
X Deductible/SIR: \$0						
A B	Excess Auto Liability			38P42738-423	01/01/2023	12/31/2023
	X Scheduled Autos	\$9,500,000				
	X Hired & Non-Owned Autos					
	X Per Accident					
X Excess of: \$500,000						
A B	Supplemental Auto Liability			38P42738-423	01/01/2023	12/31/2023
	X UM/UIM	\$500,000				
X	Personal Injury Protection	Per Schedule in Coverage Document				