



**CITY OF THE DALLES PUBLIC WORKS**

1215 WEST 1<sup>st</sup> 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**

*Robert Hughes*

---

**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:	Attached	Not Required
TPARP for Sidewalk Closure:	Attached	Not Required
Certificate of General Liability:	Attached	Not Required
Payment Received:      Check	Cash	Credit Card      No Payment Required



# Record of Approvals

---

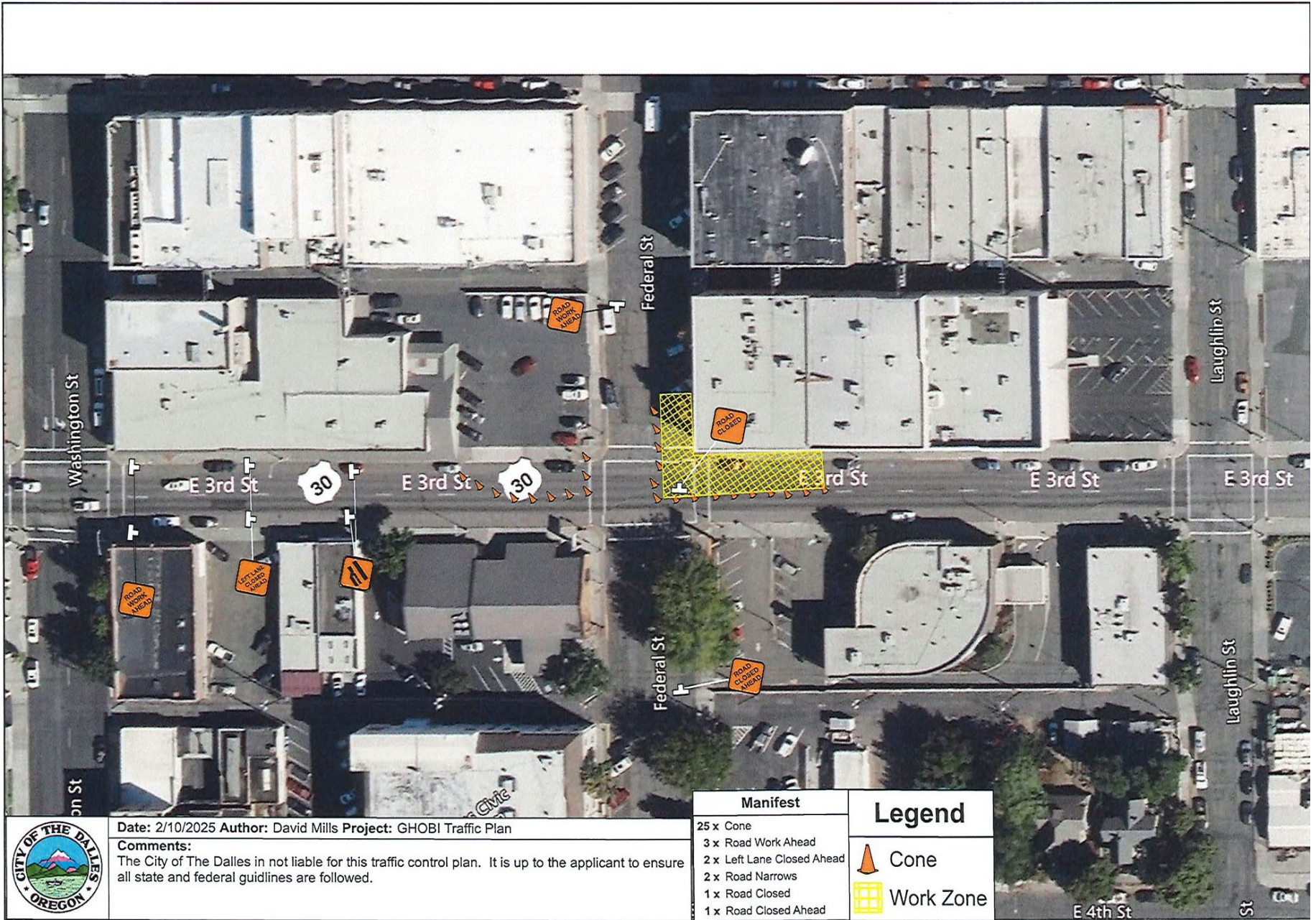
Americans with Disabilities Act  
Coordinator

---

Transportation Division  
Manager

---

Permit Expiration Date



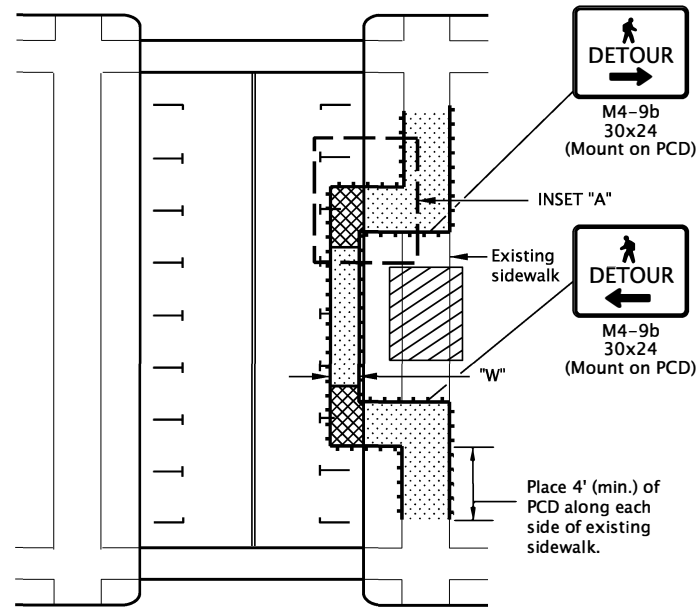
**Date:** 2/10/2025 **Author:** David Mills **Project:** GHOB1 Traffic Plan  
**Comments:**  
 The City of The Dalles in not liable for this traffic control plan. It is up to the applicant to ensure all state and federal guidelines are followed.

Manifest
25 x Cone
3 x Road Work Ahead
2 x Left Lane Closed Ahead
2 x Road Narrows
1 x Road Closed
1 x Road Closed Ahead

Legend
Cone
Work Zone

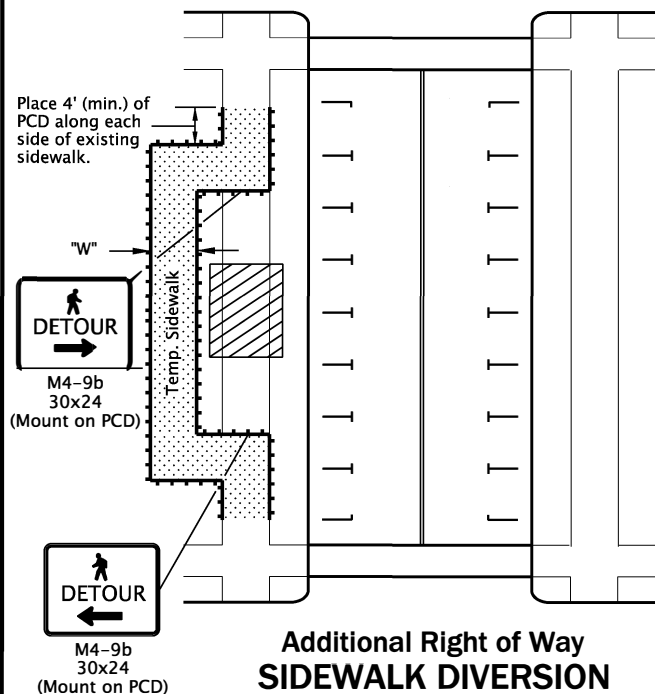
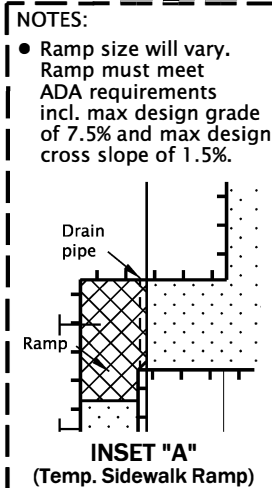
E 4th St  
 Laughlin St

tm 844.dgn 01-JUL-2020

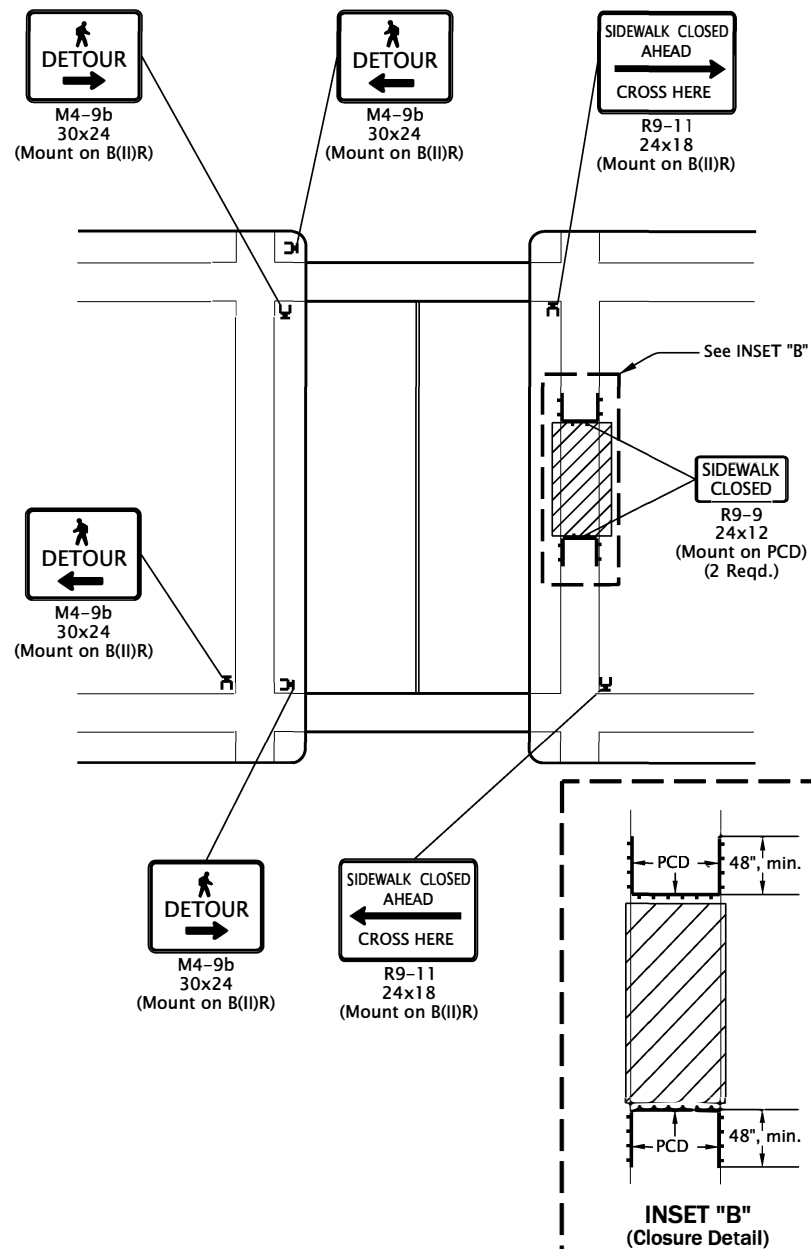


**Within Roadway  
SIDEWALK DIVERSION**

- 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**

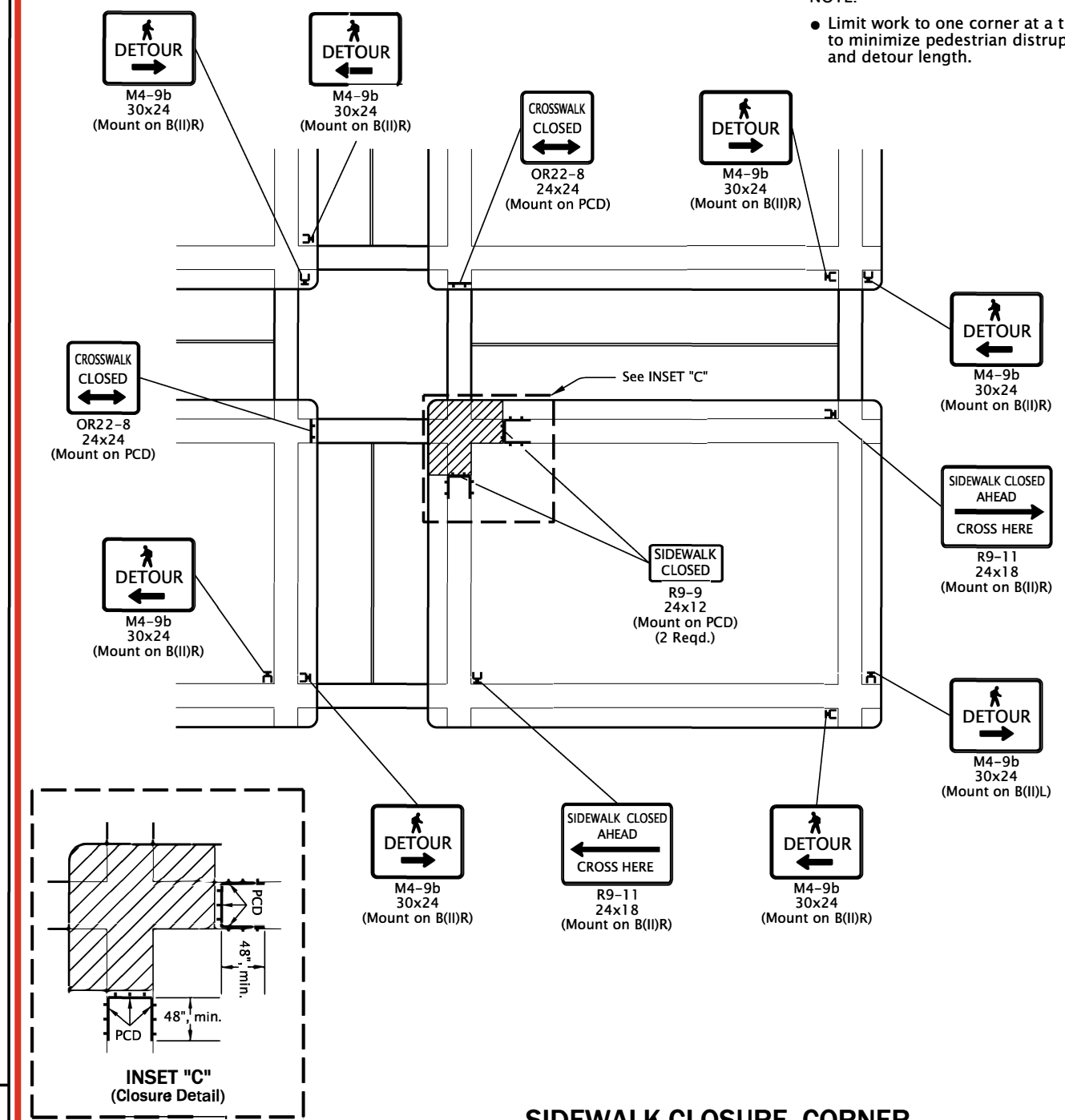


**SIDEWALK CLOSURE, MIDBLOCK**

**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 _____
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

*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.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Partners Group 11850 SW 67th Ave Suite 100 Portland OR 97223		<b>CONTACT NAME:</b> Crystal Woods <b>PHONE (A/C, No, Ext):</b> (503) 241-9550 <b>E-MAIL ADDRESS:</b> cwoods@tpgrp.com <b>FAX (A/C, No):</b> (503) 274-5411	
<b>INSURED</b> Wasco County 401 E 3rd St Suite 200 The Dalles OR 97058		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> CityCounty Insurance Services <b>INSURER B:</b> SAIF Corporation <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 36196	

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			24LWASC	07/01/2024	07/01/2025	EACH OCCURRENCE	\$ 10,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			24LWASC	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	482892	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 3,000,000
A	Professional Liability Sexual Abuse or Molestation Liability			24LWASC	07/01/2024	07/01/2025	Per claim / Aggregate	Included
							Each Occ / Aggregate	Included

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

### CERTIFICATE HOLDER

City of the Dalles  
313 Court Street  
  
The Dalles OR 97058

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*EM*