



**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:

04/04/2025

Format: MM/DD/YYYY

Applicant First Name

Michelle

Primary First Name

Applicant Last Name

Anslinger

Primary Last Name

Contact/Responsible Party

The Dalles Swim Team

If the responsible party is not the applicant

Email:

tdswimteam@gmail.com

Primary email address

Business Name:

The Dalles Swim Team

Mailing Address:

PO Box 157, The Dalles, OR 97058

Phone:

503-709-1818

On-call emergency phone number

Other Phone:

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

West 2nd Street across from aquatic center "No Parking" signage barricades and if available reader board "EVENT IN PROGRESS"; we would also like 6 additional barricades to use to block off NO PARKING area in parking lot

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

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

Swim meet in progress, Friday June 20th (4pm) through Sunday June 22nd (late afternoon)

Please describe the project or event for the requested closure.

Closure begin date

06/20/2025

Format: MM/DD/YYYY

Time

14:00

Closure end date

06/22/2025

Format: MM/DD/YYYY

Time

17:00

## 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

Michelle Anslinger

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

TS- No sidewalk or crosswalk closures allowed with this permit.

DM - Public Works will set out all necessary traffic control the day prior to the event. Then pick it up on the following Monday.

# Record of Approvals



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Americans with Disabilities Act  
Coordinator

**David Mills** Digitally signed by David Mills  
Date: 2025.04.07 13:04:33  
-07'00'

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Transportation Division  
Manager

6/23/2025

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Permit Expiration Date



EVENT AHEAD

Manifest	
6 x	SPARE TYPE II W/NO PARKING SIGN
5 x	TYPE II W/NO PARKING SIGN

Legend	
	EVENT AREA
	PCMS BOARD



Date: 5/9/2024 Author: David Mills Project: The Dalles Swim Meet

- Comments:
1. Public Works will set out the barricades with no parking signs on the North side of 2nd Street.
  2. Public Works will leave 5 barricades with no parking signs for the applicant to place in the parking lot as needed.





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

XBP Confirmation Number: **228106960**

▶ Transaction detail for payment to City of The Dalles.		Date: 04/09/2025 - 12:18:53 PM MT	
Transaction Number: 240449694 Visa — XXXX-XXXX-XXXX-1483 Status: <b>Successful</b>			
Account #	Item	Quantity	Item Amount
	SidewalkStreet Closure Permit	1	\$10.00

**TOTAL: \$10.00**

**Billing Information**  
The Dalles Swim Team  
97058

Transaction taken by: Admin JCorbin