



CITY OF THE DALLES PUBLIC WORKS

1215 WEST 1st STREET
THE DALLES, OREGON 97058
(541) 286-5401

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:

05/07/2025

Format: MM/DD/YYYY

Applicant First Name

Kit

Primary First Name

Applicant Last Name

Barajas Clasen

Primary Last Name

Contact/Responsible Party

Email:

kitc@nextdoorinc.org

Primary email address

If the responsible party is not the applicant

Business Name:

The Next Door, Inc

Mailing Address:

965 Tucker Road Hood River, OR 97031

Phone:

(619) 339-3015

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

Temporarily stopping traffic from cross-streets on 2nd with use of volunteers and vehicles as the Pride March passes through. Sidewalks will not be closed.

Please describe other type of right-of-way closure

Location(s) of closure

Second Street in the Dalles from the cross-street of Monroe to the cross-street of Union.

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

Event: The Dalles Pride March

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

06/28/2025

Format: MM/DD/YYYY

Time

09:45

Closure end date

06/28/2025

Format: MM/DD/YYYY

Time

11:00

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

Kit Barajas Clasen

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 Attached

☐ Not Required
☒ Not Required

Certificate of General Liability:

☒ Attached
☐ Cash

☐ Not Required
☐ Credit Card

Payment Received: ☐ Check

1. No Sidewalk closures or alterations to the Pedestrian path are allowed by this Permit.
2. Event organizer is responsible for all traffic control and signage pursuant to the Oregon temporary traffic control manual.

Record of Approvals

Michael H. Bosse

Digitally signed by
Michael H. Bosse
Date: 2025.06.26
07:48:42 -07'00'

Americans with Disabilities Act
Coordinator

James Sprague

Digitally signed by James
Sprague
Date: 2025.06.26 07:53:44
-07'00'

Transportation Division
Manager

06/28/2025 11:30am

Permit Expiration Date

APPLICATION FOR PARADE PERMIT

Name of Sponsor:

Kit Barajas

*** Contact Person First Name**

Kit

*** Contact Person Last Name**

Barajas Clasen

Nature of Event:

Pride March

Phone Number:

🇺🇸 • 6193393015

Email:

kitc@nextdoorinc.org

Address:

1033 7 Mile Hill Road

LOCATION OR ROUTE

2nd Street from Monroe to Union

Date of Event:

06/28/2025

Format: MM/DD/YYYY

Start Time of Event:

9:45 am

End Time of Event:

11:00 am

The parade route assembly will be:

Community partners and organizations, community members. No more than 4 vehicles.

In accordance with The Dalles Municipal Code 6.04.320 and 6.04.330, and acting as an agent for

The Next Door Inc

I hereby request that a permit for a parade on the above listed date and time. I hereby declare that this parade is not to help in any unlawful purpose and will not in any manner tend to breach the peace, unreasonably interfere with the peace and quiet of the inhabitants of the City of The Dalles, or cause any damage to or unreasonably interfere with the public use of the streets.

I further declare that all fire and safety rules listed on the reverse of this application will be followed.

Signature of Applicant

Kit Barajas Clasen

Signature of Sponsor

NOTE – SPECIAL CONDITIONS: IF THIS PARADE IS TO BE CONDUCTED ON A STATE HIGHWAY, YOU MUST ALSO OBTAIN PERMISSION FROM THE STATE HIGHWAY DEPARTMENT, 3313 NE FRONTAGE RD, THE DALLES, OR 97058, (541)296-2215.

PARADE ORGANIZER WILL BE RESPONSIBLE FOR TRAFFIC CONTROL AT INTERSECTIONS DURING THE PARADE.

Funeral processions and military parades are exempt.

MAIL TO:

City of The Dalles Police Department
401 Court St
The Dalles, OR 97058

EMAIL TO: policecontact@ci.the-dalles.or.us

PARADE PERMIT

This permit is GRANTED based on the information provided above, with the understanding that this parade will be conducted in a lawful manner in accordance with The Dalles Municipal Court Code 6.04.320 and 6.04.330 and the rules as outlined on the reverse of this application.

RULES GOVERNING PARADE PERMITS

To insure reasonable safety to life and property in the operation of parade floats, automobiles and similar conveyances within the city limits of The Dalles.

1. Materials used in construction, decorations, etc., must be flame retardant. Materials such as straw or hay must also be treated.
2. Where a person is within a float, such as the driver, there shall be no combustible material within five feet of his exit way.
3. Motorized floats or floats pulled by a motorized vehicle and automobiles, have to be equipped with a fire extinguisher with a classification, of at least 2A 10 BC (when a vehicle and trailer are connected as a single unit, one extinguisher will meet this requirement). Bicycles, motorcycles, boats, and go-carts are not required to carry fire extinguishers.
4. Horse-drawn wagons and other non-motorized conveyances using straw or other combustible material shall carry fire extinguishers as prescribed above.
5. No smoking is allowed on any float and no person shall cause or permit any open flame upon or within the area of any float.
6. No combination of vehicles coupled together shall consist of more than two vehicles.
7. Vehicles towing trailers must be equipped with a tow bar or coupling device of sufficient strength to hold the weight of the towed vehicle upon the street when operated.
8. Vehicles towing trailers shall be equipped with safety chains, connected to the towed and towing vehicles and to the tow bar to prevent the tow bar from dropping to the ground in the event the tow bar or coupling device fails.
9. Safety chains shall have no more slack than is necessary to permit proper turning.
10. A float may not exceed 40 feet in length and 13 ½ feet in height.
11. Vehicles and floats shall stay in their assigned position in the parade. An entry must stay up with the entry in front of them. Do not stop and create a gap in the parade. If so, you may be asked to leave the parade.
12. Operators of vehicles shall not have their vision obstructed.
13. Persons riding on floats shall be located on the main part of the float and positioned so they will not obstruct the vision of the operator.
14. Persons shall remain on the unit to which they are assigned to the end of the parade route, except in the case of emergency.

15. No unit shall disband until reaching the destination indicated on the permit, except in the case of breakdown or emergency.
16. The drinking, display or possession of alcoholic beverages or other intoxicant, or controlled substances is absolutely prohibited. City ordinances and state laws will be enforced.
17. The discharge of firearms, fireworks or other explosive devices is prohibited. Violators will be prosecuted.
18. The throwing of objects or substances into the crowd is prohibited. Candy, balloons or small items may be dropped in front of the crowd along the street.
19. The end of the parade is normally at 2nd and Union. All entries are encouraged to be picked up at that location. If your entry goes back to the starting point, please use extreme caution as all traffic control for the parade stops at 2nd and Union.

Update By: Jill Hoyenga

Private - 0 seconds ago - #7

- ♦ Changed Department from **Public Works - Director** to **Public Works**
- ♦ Changed assigned user from **Public Works** to **Public Works**

I talked with Dale McCabe, Public Works Director about this permit. He said that all approvals have been granted.

Approval:

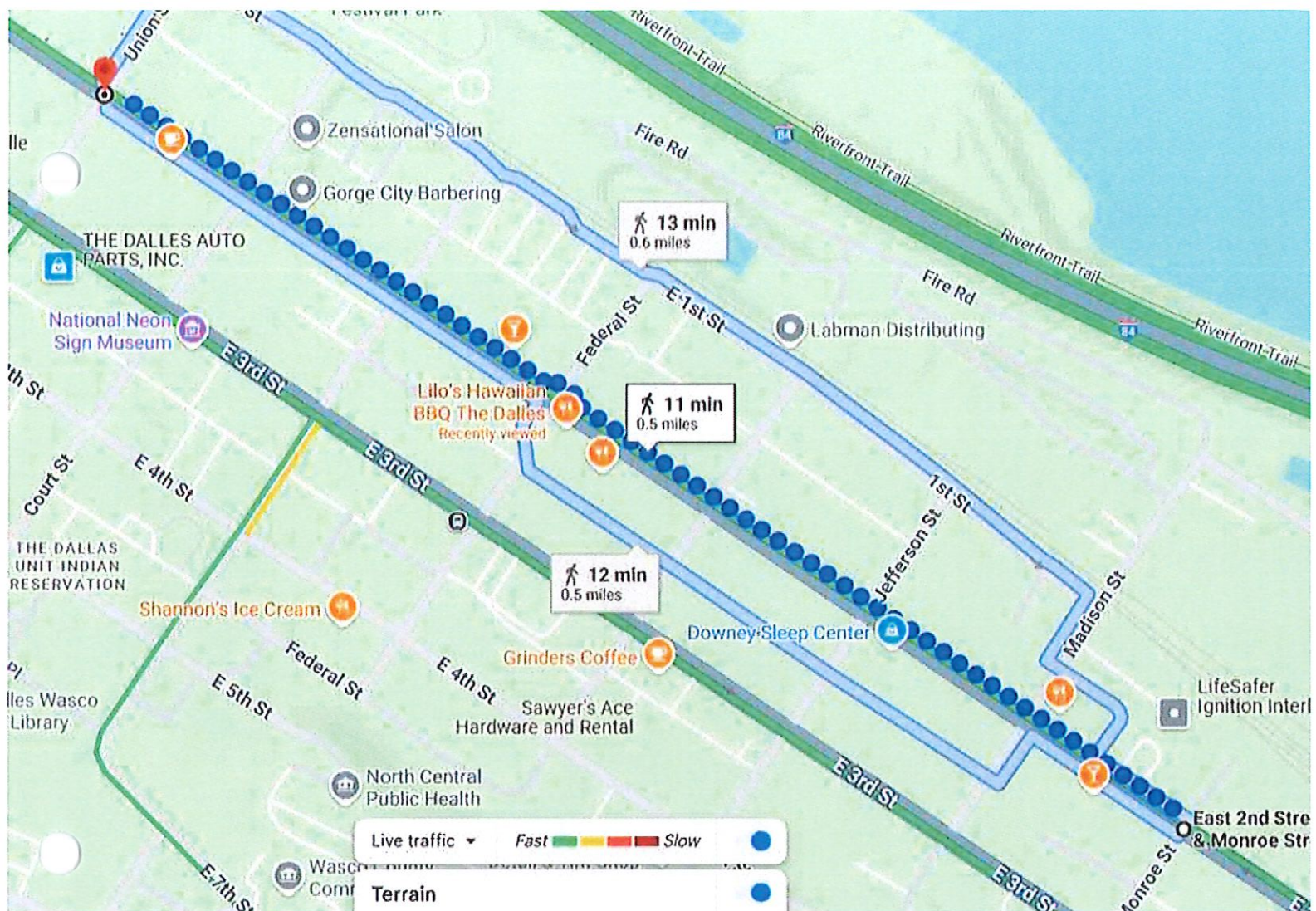
Chief of Police: 5/14/2025

Public Works: 5/20/2025

The applicant is responsible for providing the appropriate traffic control for this event. Use the Oregon Temporary Traffic Control Handbook as a reference.

https://www.oregon.gov/odot/Engineering/Docs_TrafficEng/OTTCH-v2011.pdf

City Manager 5/20/2025



The parade route is along East 2nd Street from Monroe Street to Union Street starting at 10 am on Saturday June 28th. It is flat and paved and approximately half a mile. Most participants will be walking. Some folks will have mobility aids. We will have no more than 4 vehicles at the back of the parade. All with licensed drivers and insured vehicles. Our parade will be flanked by our local Roller Derby team, as it has been for the past several Pride Parades.

Certificate of Declaration

NATIONAL EVENT PROVIDERS ASSOCIATION

A voluntary organization operating pursuant to the Liability Risk Retention Act of 1986 and whose principle mailing address is:
7835 Woodland Drive, Indianapolis, IN 46278

Policy Certificate

This policy certificate is issued under Master Policy Number CNA 7504391 issued to National Event Providers Association Risk Purchasing Group

Insurance Company

Great Divide Insurance Company
Scottsdale, Arizona

Member Certificate #: OR06282025-125309

Producer

JD Fulwiler & Co. Insurance DBA EventInsuranceNow
5727 S Macadam Ave.
Portland, OR 97239

Named Insured Member

Columbia Gorge Pride Alliance/The Next Door
1113 Kelly Ave
The Dalles, Oregon 97058

Policyholder

NATIONAL EVENT PROVIDERS ASSOCIATION
c/o Vertafore
7835 Woodland Dr.
Indianapolis, IN 46278

Policy Period

Effective Date: 06/28/2025

Expiration Date: 06/29/2025

(at 12:01 AM local time at the address of the Named Insured Member as stated above)

COMMERCIAL GENERAL LIABILITY (Occurrence Form - CG 00 01)

Limits of Liability

General Aggregate Limit
Products-Completed Operations Aggregate
Each Occurrence Limit
Personal and Advertising Injury Limit
Damage to Premises Rented to You Limit

Maximum Limit

\$3,000,000
\$2,000,000
\$1,000,000
\$1,000,000
\$250,000

Commercial General Liability Premium:

\$375.00 *,+

Location and Description of Operations: Columbia Gorge Pride Alliance/The Next Door and volunteers is/are afforded coverage for a Parades - > 1500 Spectators to be held at Downtown The Dalles in The Dalles, Oregon on 06/28/2025

Coverage afforded includes setup and takedown of the described event not to exceed 7 days before or after the event AND:

1) Host Liquor protection

Schedule of Additional Insureds

The Dalles City
313 Court St
The Dalles, Oregon 97058

Date of Issue: 06/23/2025

Trisha Fulwiler

Authorized Representative

This Certificate of Declarations page together with the National Event Providers Association Insurance Policy shall constitute the contract between the Named Insured and the Company. The limits of liability, premium, effective dates of coverage, and line of coverage provided to such Name Insured Member are specified above and are not shared with any other members. All claims are paid according to the terms and conditions of the Master Policy

* Amount shown above is Insurance Premiums Only

+ All membership fees are shown on the formal quotation and also the final transaction receipt.



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

XBP Confirmation Number: **235404082**

▶ Transaction detail for payment to City of The Dalles.		Date: 06/26/2025 - 12:05:21 PM MT	
Transaction Number: 246112464 Mastercard — XXXX-XXXX-XXXX-6435 Status: Successful			
Account #	Item	Quantity	Item Amount
	SidewalkStreet Closure Permit	1	\$35.00

TOTAL: **\$35.00**

Billing Information
Celeste Peralte
97031

Transaction taken by: Admin JCorbin