



## CITY OF THE DALLES PUBLIC WORKS

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

07/08/2025

Format: MM/DD/YYYY

Applicant First Name

Ellen

Primary First Name

Applicant Last Name

Potter

Primary Last Name

Contact/Responsible Party

Ellen Potter

If the responsible party is not the applicant

Email:

director@thedallesartcenter.org

Primary email address

Business Name:

The Dalles Art Center

Mailing Address:

PO Box 1026 The Dalles, OR 97058

Phone:

(541) 705-5597

On-call emergency phone number

Other Phone:

(541) 296-4759

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

E 4th St from Washington St to Wasco Title

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

Hispanic Heritage Exhibit and Celebration opening party (street fest)

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

08/22/2025

Format: MM/DD/YYYY

Time

09:00

Closure end date

08/22/2025

Format: MM/DD/YYYY

Time

22:00

## 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



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

1. No Sidewalk Closures or alterations of the pedestrian way are allowed by this Permit.
2. Public Works will set out all traffic control prior to the event
3. The applicant is responsible for opening up all of the signs prior to the event. At the completion of the event, the applicant is responsible for closing all of the signs and opening the street.
4. Public Works will pick up the traffic control on 8/25/2025.
3. Please be mindful to not place barricades on sidewalks, so as not to impede pedestrian traffic.

# Record of Approvals

Michael H.  
Bosse

Digitally signed by  
Michael H. Bosse  
Date: 2025.07.09  
11:15:08 -07'00'

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Americans with Disabilities Act  
Coordinator

James Sprague

Digitally signed by James  
Sprague  
Date: 2025.07.09 14:50:10  
-07'00'

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Transportation Division  
Manager

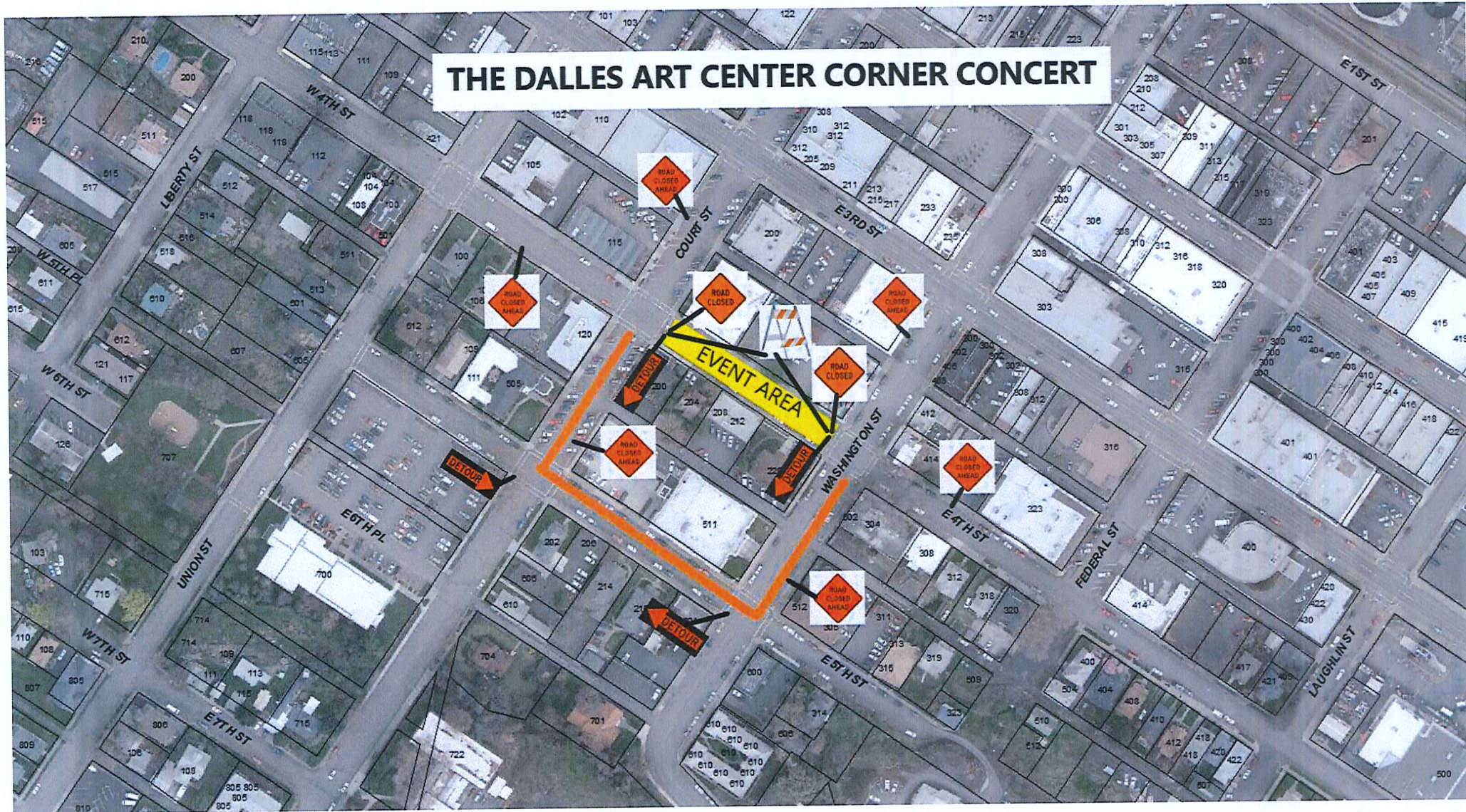
08/22/2025 10:00pm

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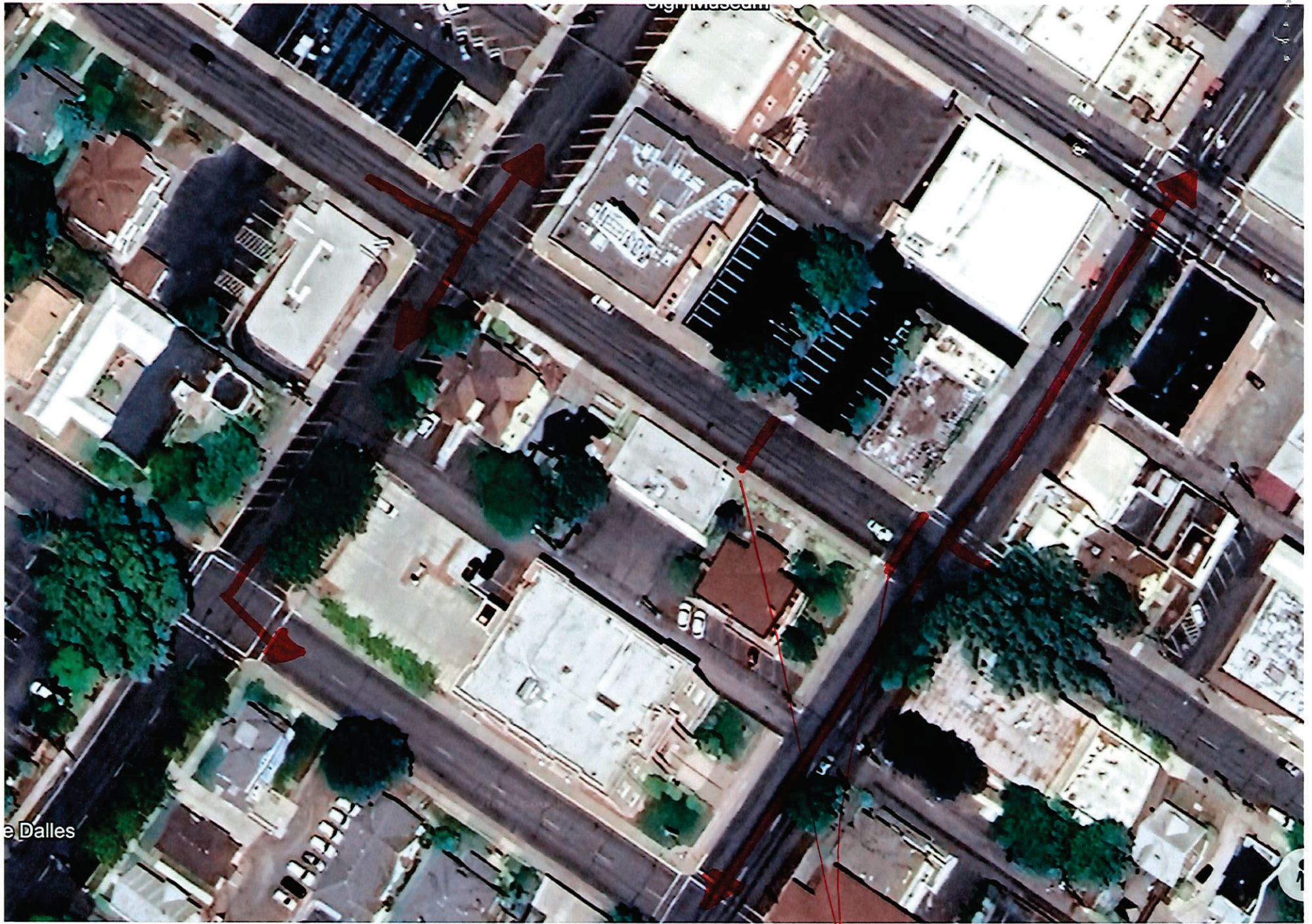
Permit Expiration Date



# THE DALLES ART CENTER CORNER CONCERT

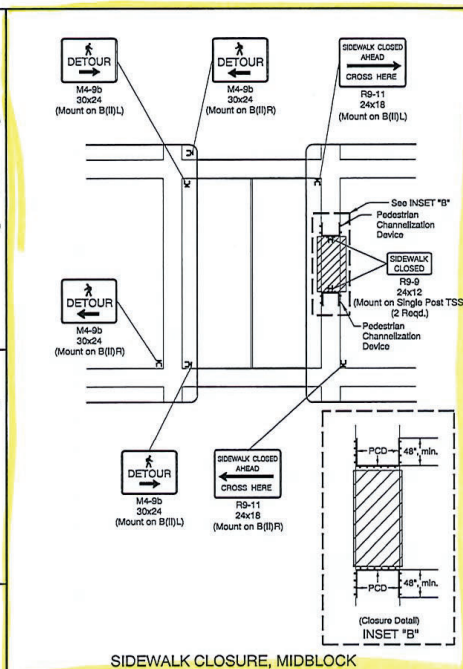
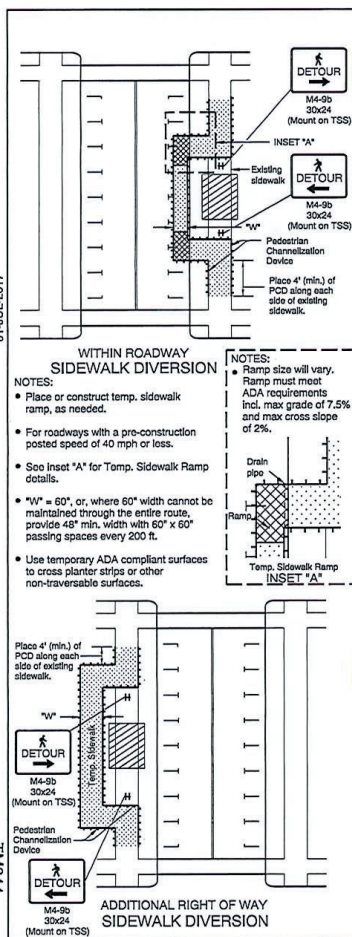






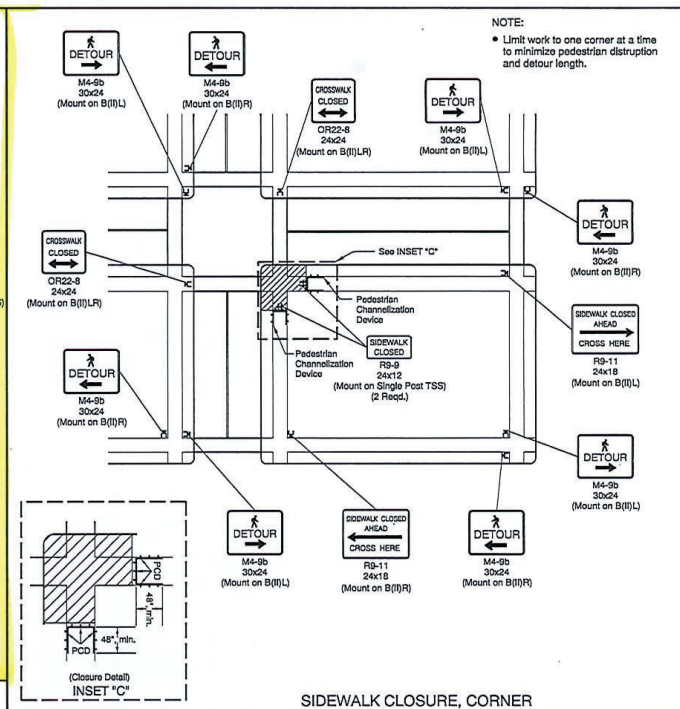
Barricades





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.



## SIDEWALK CLOSURE, CORNER

UNDER PEDESTRIAN TRAFFIC  
UNDER CONSTRUCTION  
PEDESTRIAN CHANNELIZATION DEVICE

To be accompanied by Drg. Nos. TM820  
& TM821

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& TM821

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.

**NOTE:** All material and workmanship shall be in accordance with the current City of The Dalles Standard Specifications

CITY OF THE DALLES STANDARD DRAWING

TEMPORARY  
PEDESTRIAN ACCESS ROUTING

2018

DATE	REVISION DESCRIPTION



ALLIANCE OF  
NONPROFITS FOR  
INSURANCE

A Head for Insurance. A Heart for Nonprofits.

ALLIANCE OF NONPROFITS FOR INSURANCE  
RISK RETENTION GROUP (ANI)

www.insurancefornonprofits.org

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

PRODUCER:

Stratton Insurance Services  
P.O. Box 1619  
Pendleton, OR 97801

POLICY NUMBER: 2024-76425

RENEWAL OF NUMBER: 2023-76425

NAME OF INSURED AND MAILING ADDRESS:

Dalles Art Association (The)  
P.O. Box 1026  
The Dalles, OR 97058

POLICY PERIOD:

FROM 12/19/2024 TO 12/19/2025

AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION:

Art gallery, art classes, events and fundraisers

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS  
POLICY, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

LIMITS OF COVERAGE:

GENERAL AGGREGATE LIMIT (OTHER THAN PRODUCTS - COMPLETED OPERATIONS)	\$2,000,000
PRODUCTS - COMPLETED OPERATIONS AGGREGATE LIMIT .....	\$2,000,000
PERSONAL AND ADVERTISING INJURY LIMIT .....	\$1,000,000
EACH OCCURRENCE LIMIT .....	\$1,000,000
DAMAGE TO PREMISES RENTED TO YOU .....	\$500,000 any one premises
MEDICAL EXPENSE LIMIT .....	\$20,000 any one person

ADDITIONAL COVERAGES:

PREMIUM

\$700

FORMS AND ENDORSEMENTS APPLICABLE TO THIS POLICY ARE INCLUDED IN COMMERCIAL LINES COMMON POLICY DECLARATIONS

11/15/2024

BY

(AUTHORIZED REPRESENTATIVE)

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S)  
AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

"NOTICE : This Policy is issued by your risk retention group. Your risk retention group may not be subject to all  
the insurance laws and regulations of your State. State insurance insolvency guaranty funds are not available for  
your risk retention group."

ANI-RRG-GL



# **Traffic Control Plan for 4th Street Closure for TDAC Hispanic Heritage Celebration**

**Location:**

4th Street between Washington Street and Wasco Title, The Dalles, OR

**Closure Date:**

Aug 22, 2025

**Closure Time:**

9:00 AM - 10:00 PM

**Reason for Closure:**

Hispanic Heritage Arts Celebration

**Contact Information:**

- **On-Site Contact:** Ellen Potter, (541)705-5597
- **Emergency Contact:** Emily Whitfield, (541)965-0643

## **Traffic Control Devices**

The following traffic control devices will be in place:

- **Barricades (Type III):** Blocking access to the closure zone.
- **Advance Warning Signs:** Placed in advance of the closure to alert drivers.

## **Detour Routes**

Motorists will be directed to use the following detour routes:

- **Eastbound Traffic:** 4th Street → Court Street → 3rd Street → Washington Street
- **Westbound Traffic:** 4th Street → Washington Street → 5th Street → Court Street



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

XBP Confirmation Number: 236454504

Transaction detail for payment to City of The Dalles.		Date: 07/08/2025 - 3:48:00 PM MT	
Transaction Number: 246887792			
Mastercard — XXXX-XXXX-XXXX-0222			
Status: <b>Successful</b>			
Account #	Item	Quantity	Item Amount
	SidewalkStreet Closure Permit	1	\$10.00

**TOTAL:** **\$10.00**

**Billing Information**

Ellen Woods Potter  
220 E 4th  
The Dalles, OR 97058  
director@thedallesartcenter.org

Transaction taken by: Admin ckeever





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

XBP Confirmation Number: **236726184**

▶ Transaction detail for payment to City of The Dalles.		Date: 07/10/2025 - 4:26:02 PM MT	
Transaction Number: 247092918 Mastercard — XXXX-XXXX-XXXX-0222 Status: Successful			
Account #	Item	Quantity	Item Amount
	SidewalkStreet Closure Permit	1	\$50.00

**TOTAL:** **\$50.00**

**Billing Information**  
Ellen Woods Potter  
97058

**Transaction taken by:** Admin JCorbin