



**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**

\_\_\_\_\_

Primary First Name

**Applicant Last Name**

\_\_\_\_\_

Primary Last Name

**Contact/Responsible Party**

\_\_\_\_\_

If the responsible party is not the applicant

**Email:**

\_\_\_\_\_

Primary email address

**Business Name:**

**Phone:**

\_\_\_\_\_

On-call emergency phone number

**Mailing Address:**

**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**

**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

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**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      Not Required |

- No monolithic curb and sidewalk pours are allowed.

- Vertical surface discontinuities shall be less than 1/2 inches, Vertical discontinuities between a 1/4 and 1/2 inches shall be beveled with a slope no steeper than 50 percent.

- All curbing and sidewalks installed in the Right-of-Way shall be free of cracks or damage. If cracking or damage occurs concrete will be replaced at contractor's expense.

# Record of Approvals

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Americans with Disabilities Act  
Coordinator

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Transportation Division  
Manager

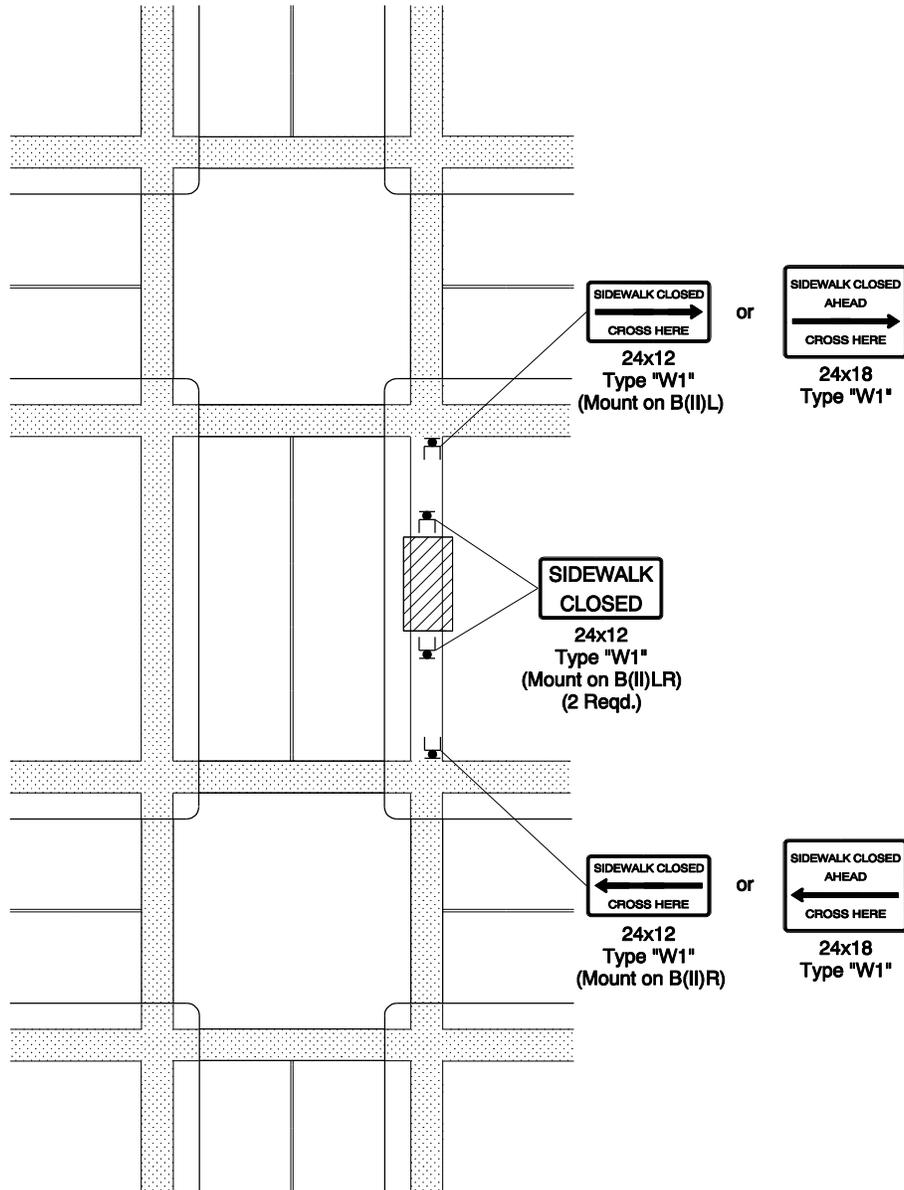
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Permit Expiration Date

|  |            |                                  |           |                              |   |   |  |
|--|------------|----------------------------------|-----------|------------------------------|---|---|--|
| PERMIT JURISDICTION<br><i>The Dalles</i>   |            | CHARGE NUMBER<br><i>10354273</i> |           | DATE<br><i>12/30/25</i>      | PLAT PAGE   | REFERENCE NUMBER<br><i>140105</i>   |  |
| ADDRESS/CITY<br><i>1700 E 9th, The Dalles</i>  |            |                                  |           | CREW LEADER<br><i>BARNES</i> |   | CELL PHONE<br><i>971-808-7737</i>   |  |
| NO. OF CUTS  | SIZE       | DEPTH                            | SQ. FT.   | SQ. FT. INCL. T-CUT          | BACKFILL COMPACTION TEST COMPLETE   | PAVING COMPACTION TEST REQUIRED?  |  |
| <i>1</i>   | <i>4x6</i> | <i>4"</i>                        | <i>24</i> |                              | ___ YES <input checked="" type="checkbox"/> NO  | ___ YES <input checked="" type="checkbox"/> NO                            |  |
|  |            |                                  |           |                              | TYPE OF REPAIR ___ ASPHALT <input checked="" type="checkbox"/> CONCRETE                                   | GRIND & INLAY REQUIRED? ___ YES <input checked="" type="checkbox"/> NO    |  |
|  |            |                                  |           |                              | DOWN AND READY ___ YES <input checked="" type="checkbox"/> NO   | COLD PATCHED ___ YES <input checked="" type="checkbox"/> NO               |  |
|  |            |                                  |           |                              | SAWCUT REQUIRED TO PAVE ___ YES <input checked="" type="checkbox"/> NO                                    | PLYWOOD LEFT? ___ YES <input checked="" type="checkbox"/> NO              |  |
|  |            |                                  |           |                              | T-CUT REQUIRED ___ YES <input checked="" type="checkbox"/> NO   | BARRICADES LEFT ___ YES <input checked="" type="checkbox"/> NO            |  |
|  |            |                                  |           |                              | T-CUT COMPLETE ___ YES <input checked="" type="checkbox"/> NO   | PLATE/BUMP SIGNS LEFT ___ YES <input checked="" type="checkbox"/> NO      |  |
|  |            |                                  |           |                              | PLATES LEFT ON CUTS ___ YES <input checked="" type="checkbox"/> NO  | <b>PICKUP AND RETURN TO NWN</b>   |  |
|  |            |                                  |           |                              | NUMBER OF PLATES LEFT   | EXCESSIVE CONES OR SIGNING ___ YES <input checked="" type="checkbox"/> NO |  |
| <p style="text-align: center;">INDICATE NORTH<br/>SHOW LOCATION OF CUTS</p> <p style="text-align: center;"><i>E</i><br/><i>9th</i></p> <p style="text-align: center;"><i>dry hollow</i></p> <p style="text-align: center;"><i>0+20</i><br/><i>1+40</i></p> |            |                                  |           |                              | FLAGGERS REQUIRED ___ YES <input checked="" type="checkbox"/> NO  |   |  |
|  |            |                                  |           |                              | TCP REQUIRED ___ YES <input checked="" type="checkbox"/> NO   |   |  |
| PERMIT REQUIREMENTS/COMMENTS?  |            |                                  |           |                              | PAVING RECORD   |   |  |
|  |            |                                  |           |                              | <br><b>NW Natural®</b> |   |  |
|  |            |                                  |           |                              | OFFICE USE ONLY   |   |  |
|  |            |                                  |           |                              | PAVED BY  |   |  |
|  |            |                                  |           |                              | NOTIFIED DATE   |   |  |
|  |            |                                  |           |                              | COMPLETED DATE  |   |  |

**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.



## **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.