



CITY OF THE DALLES PUBLIC WORKS

1215 WEST 1st 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

Please save the form after signing. Then click to email the form to 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

Record of Approvals

Americans with Disabilities Act
Coordinator

Transportation Division
Manager

Permit Expiration Date



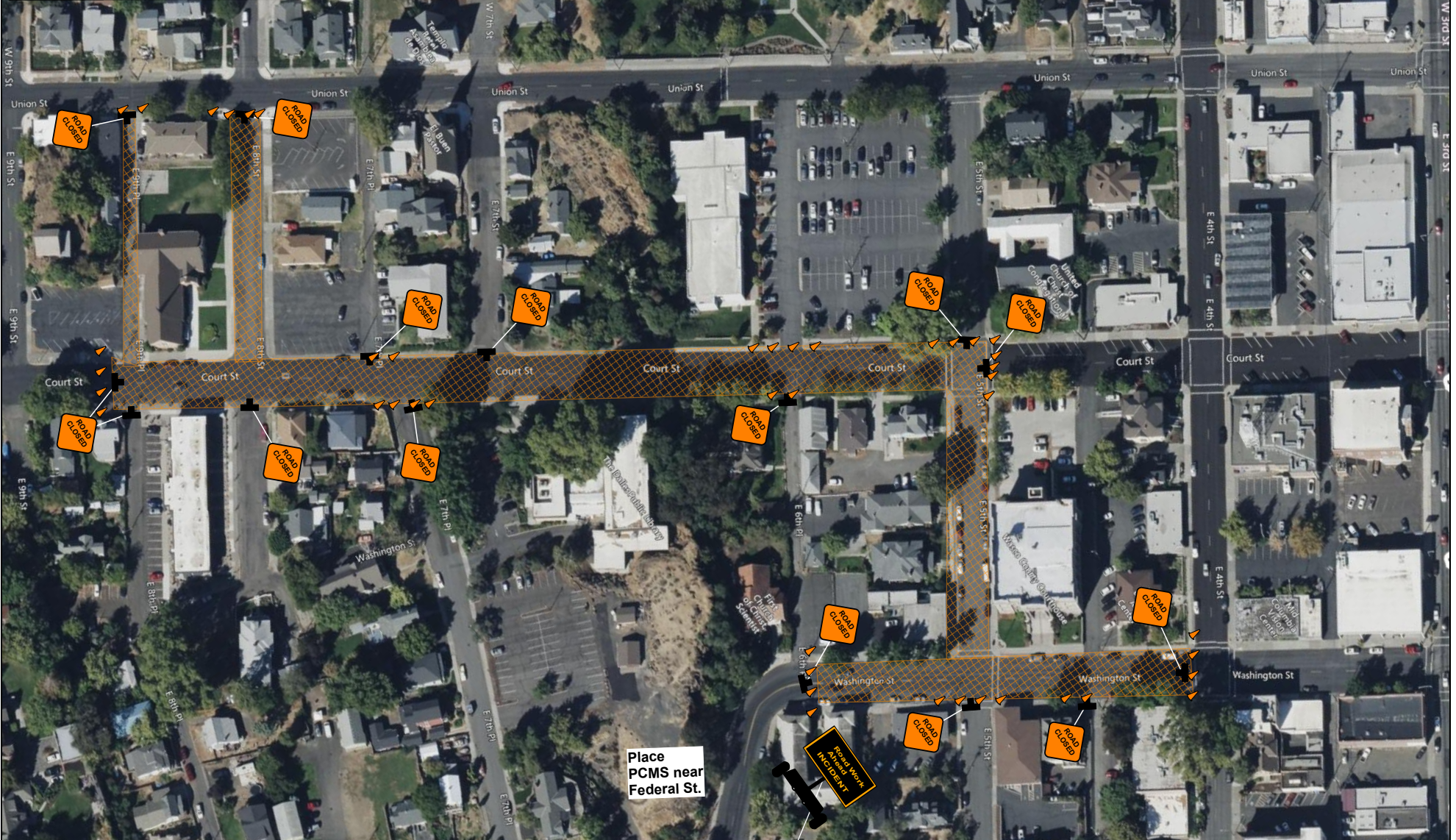
Date: 3/20/2025 Author: David Mills Project: Last Days of Jesus Event

Comments:

- Public works will set out the necessary signs for the event and pick them up on the following work day.
- The applicant is responsible for setting up and taking down the traffic control as needed.

Manifest
44 x Cone
15 x Road Closed
1 x PCMS

Legend
Cone
Event Area



From: [James Sprague](#)
To: [Jean Corbin](#)
Subject: Fwd: Last Days of Jesus assistance
Date: Friday, April 3, 2026 11:33:12 AM

Begin forwarded message:

From: David Mills <dmills@thedalles.gov>
Date: March 30, 2026 at 2:06:41 PM PDT
To: Nathan Munsen <nmunsen@thedalles.gov>
Cc: James Sprague <jsprague@thedalles.gov>
Subject: **Fw: Last Days of Jesus assistance**

Hi Nate,

I told Doug that his request below would be no problem for us to do. Let me know if you have any questions.

Thank you,
David

From: Doug Kramer <dkramer@thedalles.gov>
Sent: Monday, March 30, 2026 2:00 PM
To: David Mills <dmills@thedalles.gov>
Subject: RE: Last Days of Jesus assistance

Hello David,

I understand. If possible, having cones with a road closed sign at 5th/Court and cones with another road closed sign at 7th and Court will be fine. This will help with Thursday

As well as barricades and a road closed sign on 7th prior to Washington, 5th and Washington, 4th and Washington, and cones for 5th/Court, will help us a lot for Friday.

If these could be dropped off at the locations sometime on Thursday before 5 pm, that should be fine.

Thanks,
Doug

From: David Mills <dmills@thedalles.gov>
Sent: Monday, March 30, 2026 1:42 PM
To: James Sprague <jsprague@thedalles.gov>; Doug Kramer <dkramer@thedalles.gov>
Cc: Nathan Munsen <nmunsen@thedalles.gov>
Subject: Re: Last Days of Jesus assistance

Hi Doug,

To clarify, Public Works will not be able to assist with flagging operations for this event. This is the direction we received from Matthew. We will, however, put out all of the traffic control for the event, as we have in the past. We will make sure to add the cones and barricades at 10th/Washington, 10th/Court, 10th/union, and 5th and court. Please let us know if there are any additional traffic control items you may need.

Thank you,
David

From: James Sprague <jsprague@thedalles.gov>
Sent: Monday, March 30, 2026 12:55 PM
To: Doug Kramer <dkramer@thedalles.gov>; David Mills <dmills@thedalles.gov>
Subject: RE: Last Days of Jesus assistance

Good afternoon Doug,

After internal discussions, Public Works will be unable to provide assistance for this event. We provide assistance for events throughout the year around town that are community based, not for profit, politically/religiously neutral. This event is put on by one or more organizations that falls outside of these limits, and the City and specifically Public Works, could potentially be opening its self to unwanted criticism for providing paid personnel for this specific event. I would encourage the organization to provide volunteers for the event as other events do throughout the year. Our on-call will only be available to respond to Public Works emergencies or other specified responses, they will not be available to assist with the event.

Please feel free to reach out to me with any questions,

Thank you,
James Sprague

-----Original Message-----

From: Doug Kramer <dkramer@thedalles.gov>

Sent: Monday, March 30, 2026 12:09 PM

To: James Sprague <jsprague@thedalles.gov>; David Mills
<dmills@thedalles.gov>

Subject: Last Days of Jesus assistance

Hello James and David,

Just following up regarding Last Days of Jesus this April 2 (Thursday) and April 3 (Friday). The traffic control Thursday will be taken care of by police officers, but if we could have some cones or barricades at 10th/Washington, 10th/Court, 10th/union, and 5th and court.

For Friday, from 5:30 p - 8p, if we could have two PW flaggers help with keeping E 7th/Washington shut down, while 3-4 of us PD officers control the event site at the circuit ct, up court st to First Christian Church. Having cones/road closed signs at 5th/Washington, 4th/Washington, 5th/court, 7th/Court and 9th/Court.

Please let me know, if there any issues or if you have questions. I can send the map route for both nights, if needed.

Thanks,
Doug
Sent from my iPhone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/19/24

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).

PRODUCER James Reed & Associates Insurance 915 Lancaster Dr SE Salem, OR 97317	CONTACT NAME: Toby Hill PHONE (A/C No. Ext): 503-588-8229 E-MAIL ADDRESS: Toby@jamesreedagency.com	FAX (A/C, No): 503-588-9440
	INSURER(S) AFFORDING COVERAGE	
INSURED The Last Days of Jesus, INC. 511 E 9th St The Dalles, OR 97058-2638	INSURER A: Brotherhood Mutual Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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.

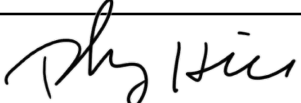
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		36MEA0472151	01/01/2024	01/01/2027	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
							MED EXP (Any one person) \$ 1,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Coverage for Hanging Church Banner Across 2nd Street in the Dalles. Coverage for Street Closures for rehearsals and performances.

The City of The Dalles, its officers, directors, agents, employees and volunteers are named as Additional Insured.

CERTIFICATE HOLDER**CANCELLATION**

City of The Dalles Public Works Department 1215 W. 1st St., The Dalles, OR 97058	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 
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