



CITY OF THE DALLES PUBLIC WORKS
1215 WEST 1st STREET
THE DALLES, OREGON 97058
(541) 296-5401

Application Fee	\$50
Expedite Fee	\$50
Event Deployment Fee	\$100
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: \$50.00
- 2. Expedited Fee (when application is turned in less than 5 days prior to the event): \$50.00
- 3. Event Deployment Fee (on for profit events which require use of City signs and barricades that staff deliver to event):\$ 100.00
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@thedalles.gov

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 Per Mike Bosse COI not required
Payment Received:	Check	Cash	Credit Card

Record of Approvals

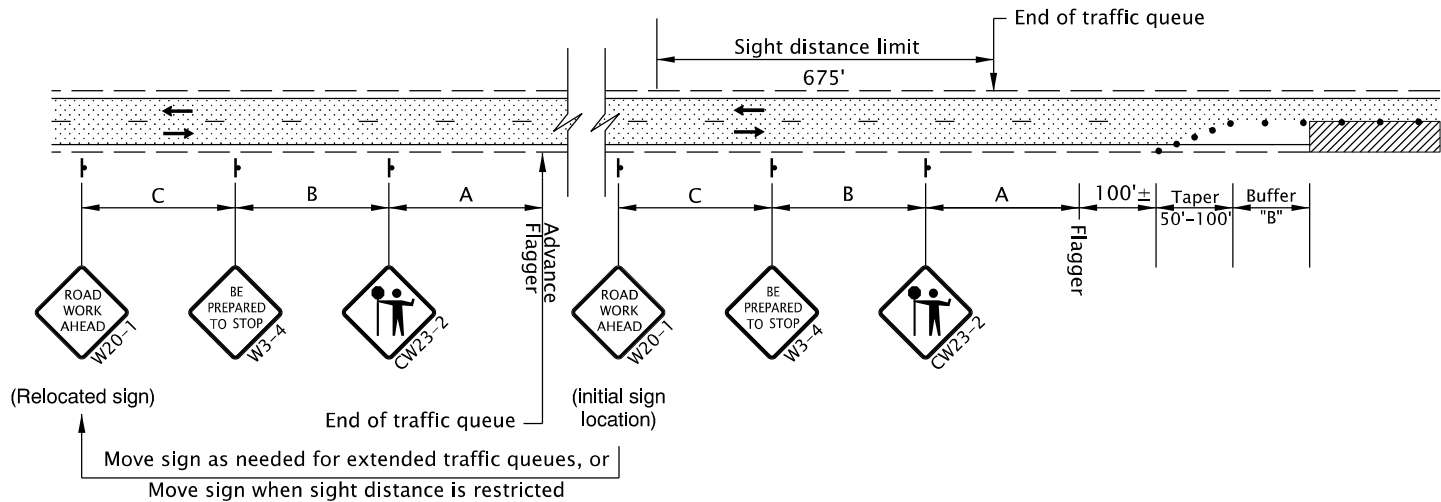
Americans with Disabilities Act
Coordinator

Transportation Division
Manager

Permit Expiration Date

NOTES:

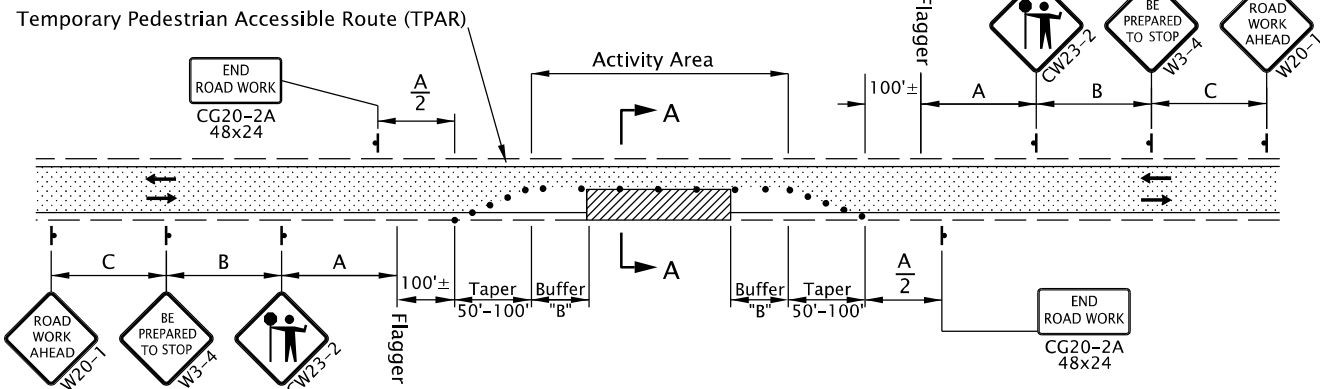
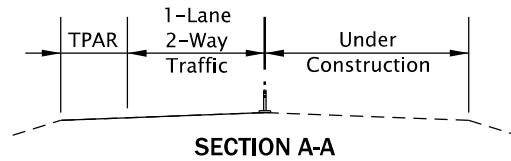
- Place Advance Flagger and additional signing when traffic queues extend beyond initial warning signing OR when sight distance is restricted.
- Relocate initial "ROAD WORK AHEAD" (W20-1) sign in advance of additional "BE PREPARED TO STOP" (W3-4) and Flagger Ahead (CW23-2) signs, as shown.
- Place additional Tubular Markers for Flagger and Advance Flagger Stations according to FLAGGER STATION DELINEATION detail.



ADVANCE FLAGGER FOR EXTENDED TRAFFIC QUEUES

NOTE:

- When using pilot cars with flaggers to control traffic during paving operations, the Tubular Marker spacing along centerline may be increased to 200' within the Activity Area, as shown or as directed.
- Include "WAIT FOR FLAGGER" (CR4-23) signs mounted on Type II Barricade located approx. 50' before each Flagger Station.
- Coordinate and control pedestrians movements through the TPAR using Flaggers, other TCM, or as directed. When the existing shoulder is greater than or equal to 4' wide, provide a minimum of 4' of width for the TPAR.



2-Lane, 2-Way Roadway
ONE LANE CLOSURE

GENERAL NOTES FOR ALL DETAILS:

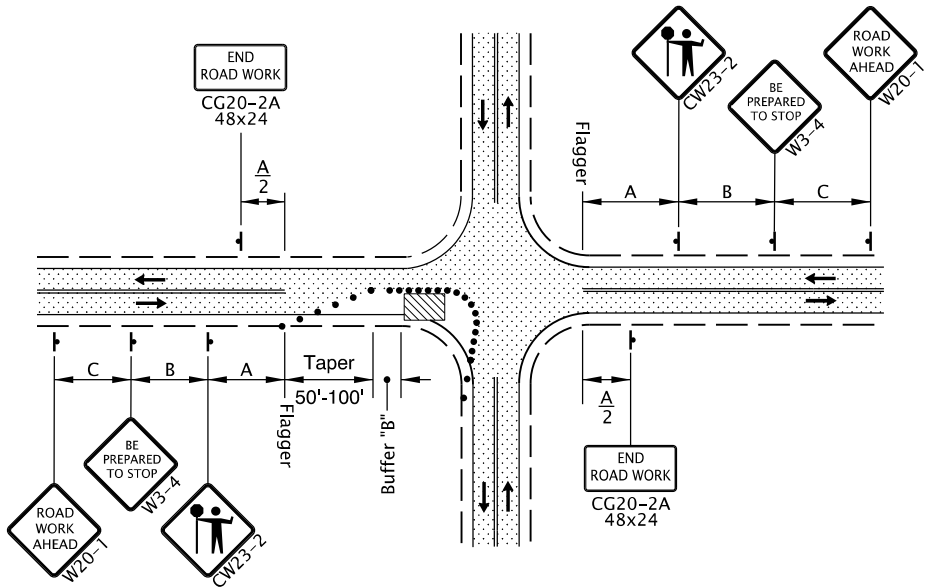
- This drawing is only intended to be used where an Automated Flagger Assistance Device (AFAD) cannot be utilized.
- The "FLAGGER" (CW23-2) symbol sign shall be used only in conjunction with the "BE PREPARED TO STOP" (W3-4) sign.
- Cover existing passing zone signing, as directed.
- Install temporary striping as required.
- To determine Taper Length ("L") and Buffer Length ("B"), use the "MINIMUM LENGTHS TABLE" shown on Dwg. No. TM800.
- To determine sign spacing A, B, and C, use "TRAFFIC CONTROL DEVICES (TCD) SPACING TABLE" on Dwg. No. TM800.
- Install a "BICYCLES ON ROADWAY" (CW11-1) sign in advance of the closure when a bike lane is closed, or when the shoulder is closed and bikes are expected.
- At night, flagger stations shall be illuminated according to the FLAGGER STATION LIGHTING DELINEATION detail on Dwg No. TM800.
- To be accompanied by Dwg. Nos. TM820 & TM821.

- 28" Tubular Markers on 10' max. spacing around intersection radii.
- 28" Tubular Markers on 20' max. spacing for flagger tapers and stations
- 28" Tubular Markers See TCD Spacing Table on TM800 for max. spacing.

- UNDER TRAFFIC
- UNDER CONSTRUCTION

NOTE:

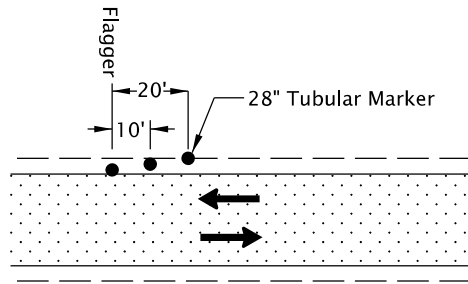
- Additional Traffic Control Measures (TCM) may be required for all legs of the intersection



2-Lane, 2-Way Roadway
ONE LANE CLOSURE, INTERSECTION

NOTE:

- Use a minimum of 3 tubular markers in shoulder taper on 10' spacing for flagger station delineation.



FLAGGER STATION DELINEATION

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 first consulting a Registered Professional Engineer.

All materials shall be in accordance with the current Oregon Standard Specifications.			
OREGON STANDARD DRAWINGS			
2-LANE, 2-WAY ROADWAYS			
2024			
DATE	REVISION DESCRIPTION		
MM-YYYY	REVISION		
07-2025	Clarified location of "WAIT FOR FLAGGER" sign.		
CALC. BOOK NO. _ _ _ _ N/A _ _ _ _		SDR DATE _ 11-JUL-2025 _	TM855

5.2 Shoulder Work

Short Duration Road Work

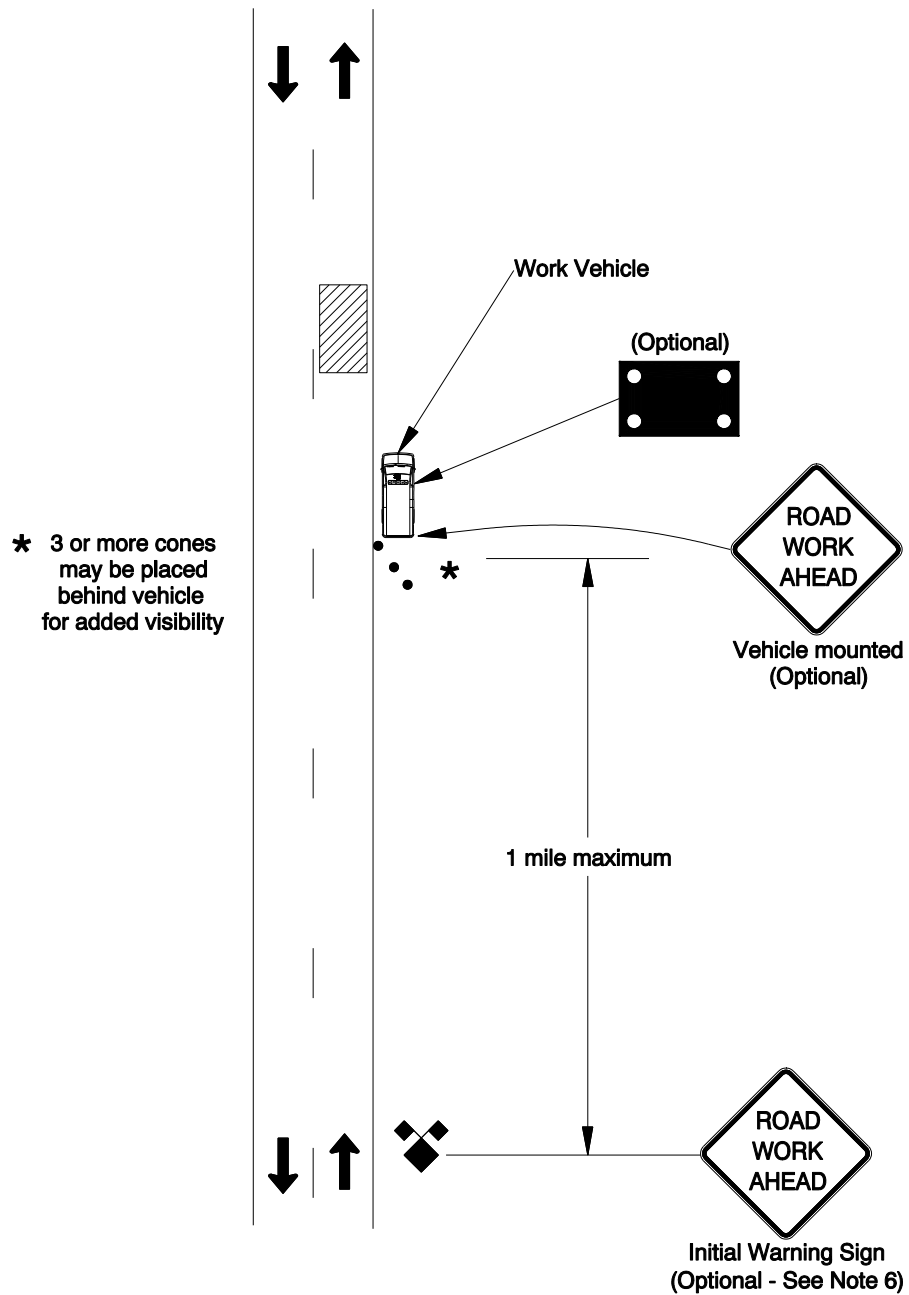
Diagram 200

Diagram 200 covers activity in the roadway of 15 minutes or less with vehicles parked on the shoulder. Typical work includes debris removal, tagging of survey markers, or marking utility lines. Work in the roadway coincides with gaps in the traffic so flow is not impeded.

1. Do not use this diagram if traffic must be controlled to gain safe access to the work space due to conditions such as high travel speeds or traffic volumes. Use the appropriate lane closure or mobile work zone layout.
2. Use truck-mounted flashing warning lights on work vehicles. See Section 4.3 – Lights and Lighted Signs for exceptions.
3. For added visibility, truck-mounted arrow boards or PCMS in caution mode may be used.
4. The work vehicles should be parked as far off the travel lanes as practical.
5. If a ten-foot minimum travel lane cannot be maintained or when opposing direction of traffic cannot safely pass, use the appropriate lane closure diagrams such as Diagrams 310 through 350.
6. The initial warning sign should be used if the sight distance is less than 750 feet and traffic volumes are over 400 ADT.
7. A spotter may be used to warn workers of approaching traffic. This is especially appropriate when sight distances are limited or speeds are high. See Section 1.12 – Spotter Performance and Training Guidelines for additional information.

Short Duration Road Work

Diagram 200



Work on Shoulder**Diagram 210**

Diagram 210 covers stationary work with work or parked equipment on the shoulder. This diagram does not cover work on a freeway shoulder. See Diagram 710 for Freeway Shoulder work.

1. Vehicles should be parked as far off the roadway as practical.
2. Use truck-mounted flashing warning lights on work and protection vehicles. See Section 4.3 – Lights and Lighted Signs for exceptions.
3. For added visibility, truck-mounted arrow boards or PCMS in caution mode may be used.
4. Arrow panels in caution mode are recommended for work on roads with posted speeds of 45 mph or greater and high traffic volumes, greater than 2000 average daily traffic (ADT).
5. Requirements for signing and devices are shown in Table 5-2, below.

Table 5-2: Device and Signage Guidelines

	Proximity to Edge of Traveled Way	
	<u>More than 15 feet</u> or behind Barrier or Guardrail	<u>Less than 15 feet</u>
Work in Place <u>More</u> than 1 Hour	Advance warning signs, devices, and flashing warning lights are optional.	One advance warning sign is required and two signs are recommended. Cone taper is required. Cones along the edge of traveled way are optional.
Work in Place <u>Less</u> than 1 Hour	Advance warning signs and devices are optional.	

Sign Spacing and Buffer Lengths (feet)

Posted Speed	Spacing Between Signs			"Buffer" Space
	A	B	C	
20	100	100	100	50
25				75
30				100
35	350	350	350	125
40				150
45	500	500	500	180
50				210
55				250
60	700	700	700	285
65				325
70				365

Work on Shoulder

Diagram 210

