



Temporary Street Closure Permit

Applicant's Name		
Mailing Address		
City	State	Zip Code
Contact Person	Email	Phone #
Project Owner's Name (if different)		
Project Owner's Address (if different)		
City	State	Zip Code
Project Location		
Project Purpose		
I hereby certify that I have the authority to bind the above-named applicant and owner of the facilities being installed under this permit to the terms, conditions, and requirements of this permit. I also certify that I, the applicant, and all persons performing the work authorized by this permit understand all requirements of this permit. I further certify that I, the applicant, and any persons performing work authorized by this permit will not make any changes from the approved plan and permit without receiving written permission from the Town Manager of the Town of Sellersburg.		
Signature		Date
Printed Name		Title
<u>Do not write in this Section – Staff Use Only</u>		
Town Manger: _____ Date: _____		
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Referred to TRC <input type="checkbox"/> TRC Review Date: _____		
Terms/Notes to be followed upon approval:		

Terms and Conditions:

1. A traffic control plan or a sketch of the areas to be closed must be included with the application. applications must be approved by the Town of Sellersburg Town Manager. At the Town Manager's discretion, applications may be referred to the Technical Review Committee for approval depending on scope of work and duration of closure request.
2. The applicant shall be responsible to properly close the street in accordance with the approved traffic control plan, and/or as directed by the Town Manager, Tri-Township Fire Department, or Sellersburg Police Department. The applicant shall be responsible for providing all necessary traffic control devices.
3. The applicant is responsible for notifying adjacent businesses, residents, and other applicable parties at least 5 business days prior to closure with approved signage or traffic control devices.
4. Any full width closure of any street will require a 3-business day advanced notice to Clark County Central Alarm.
5. Any permit that will include a structure or scaffolding over a sidewalk or street will require advance approval by an official from the Town of Sellersburg Building Department.
6. Failure to follow the approved traffic plan may result in a revocation of the permit, at no cost to the Town, until corrective measures are made as the discretion of the Town Manager or Chief of Police.

Filing Deadline:

1. Applications shall be submitted to the office of the Town Manager at least 10 business days prior to the requested closing date.
2. Should the Town Manager refer the application to the Town of Sellersburg Technical Review Committee (TRC) monthly meeting, it is held the 2nd Tuesday of every month at 2pm in the Town of Sellersburg Council Chambers.