

APPLICATION  
**ROAD CLOSURE**  
BELLE PLAINE, MINNESOTA

FEE \$10.00  
(Non-Refundable)

BARRICADE & \$100.00  
CLEAN UP DEPOSIT  
(Refundable)

DATE OF APPLICATION \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

REASON FOR ROAD CLOSURE \_\_\_\_\_

DESCRIBE THE LOCATION OF STREET(S) AND THE TIMES TO BE CLOSED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Approved with these contingencies:

- All food vendors must obtain Vendor's Permit from the City of Belle Plaine.
- Applicant must pay the City for \_\_\_\_ Police Officers for hours \_\_\_\_\_ hrs to \_\_\_\_\_ hrs.
- Applicant must provide \_\_\_\_ portable restrooms.
- Applicant must install barricades and remove barricades.
- If closure includes a county road, an approved Obstruction Permit from Scott County (952-496-8487) must be submitted to the City prior to approval of this permit.

Other: \_\_\_\_\_

Approved by Police Chief \_\_\_\_\_ Date \_\_\_\_\_

Approved by City Administrator \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Request for Road Closure Denied by Police Chief and/or City Administrator.  
Please find attached a copy of the Special Events Road Closure Policy. Submit completed application to the City of Belle Plaine, P.O Box 129, Belle Plaine, MN 56011, with application fee. If you should have any questions, please feel free to contact Police Chief Steve Rost at 952-873-4307.

ATTACHMENT A

BELLE PLAINE POLICE DEPARTMENT  
SPECIAL EVENTS ROAD CLOSURE  
POLICY

1. The person requesting a road closure shall make request to the Belle Plaine Chief of Police for road closure.
2. The Chief of Police and City Administrator shall review the petition on a case-by-case basis and determine if it is acceptable to close the road. All decisions can be appealed to the City Council.
3. If acceptable, the road closure spokesperson may arrange for barricades with the Public Works Superintendent. Spokesperson shall contact Public Works Superintendent at least two working days prior to the event. Spokesperson to make arrangements to pick up barricades with Public Works Superintendent prior to event. Barricades shall be returned in good condition to the Public Works Department the next working day following the event.
4. The responsibilities of the spokesperson for the group are:  
  
\$10.00 Application Fee (non-refundable). There shall be a payment of ten dollars (\$10.00) for the special event road closure request fee.  
  
\$100.00 -Barricade Damage Deposit and Roadway Clean Up Deposit (refundable). There shall be a \$100.00 damage deposit for the barricades and roadway clean-up deposit. The \$100.00 will be refunded to the spokesperson upon the return of the barricades to the Public Works Department in good condition and satisfactory clean up of the roadway following the event.

*File: As adopted by the City Council on 6/5/00 Resolution 00-101 Road Closure Policy for Special Events. Fees updated as per the City's Fee Schedule.*