



SPECIAL EVENT STREET CLOSURE PERMIT APPLICATION

Please forward completed application and requirements to: [Lori Dawson, ldawson@elkrapids.org](mailto:ldawson@elkrapids.org). You may also drop off the completed application and requirements at 315 Bridge St, Monday – Friday, 9 AM to 3PM. If you have questions about the process please call Kevin Lane, DWP Superintendent at 231-264-9971 or klane@elkrapids.org

- Applications must be submitted at least forty-eight (48) hours before the date of request
- The permit shall expire 30 days from approval
- A site visit may be completed by the Superintendent to verify the request
- Village Council will need to approve your request if on: River St, Ames St, Dexter St or Cedar St (north of River St)

FOR OFFICE USE ONLY		
Application No. VLLG-20	Date Received	Street(s) in Request:

PROPERTY LOCATION INFORMATION
Address Number & Street Name
Cross Streets

APPLICANT INFORMATION		
Last Name:	First Name:	Corporation or Partnership
Applicants Address:		
Telephone number:	E-Mail:	

CONTRACTOR INFORMATION (IF USING A CONTRACTOR)		
Last Name:	First Name:	Corporation or Partnership
Applicants Address:		
Telephone number:	E-Mail:	

PURPOSE OF APPLICATION

Reason for Closure:

Details of Request:

Start Date: ____/____/20____ End Date: ____/____/20____

Start Time: ____:____ AM PM End Time: ____:____ AM PM

REQUIRED INFORMATION AND ACCOMPANYING DOCUMENTS

FEES:

Please note the following fees for a temporary street closure request.

- ✓ Refundable \$400.00 Deposit – **Required**

Please choose ONE:

- Road Closure Sign - \$350.00 per event (DPW will set up the barricades for the event)
- NO Road Closure Sign is Needed: \$140.00 (nothing will be set up)

The following items must be provided at time of submittal:

- Completed Village of Elk Rapids Temporary Street Closure Permit Application
- Permit Application Fee

DECLARATION OF APPLICANT

I, _____, hereby declare that the statements herein are true and complete to the best of my knowledge and properly represent the purpose and intent of the declared request. I also declare that by making this application, I, as the owner or authorized agent of the owner, grant all officials, staff, and consultants of the Village of Elk Rapids access to the subject property as may be required and appropriate to assess site conditions in support of a determination as General Code compliance.

(Signature of Applicant)

(Date of Submission)

FOR OFFICE USE ONLY

Application # VLLG-20_____ Fee Tendered \$ _____ CC, Cash OR Check# _____

- Deposit - \$400.00
- Road Closure Sign - \$350.00 per event (DPW will set up the barricades for the event)
- NO Road Closure Sign is Needed: \$140.00 (nothing will be set up)

Village Council Required ?: YES NO If yes, please attach Council Minutes regarding approval

Application: Approved Conditionally Approved (see attached document(s)) Denied

Authorized Signature:

Kevin Lane
Department of Public Works Superintendent

Date

Date of Deposit Refund: ____/____/20____ **Initials:** _____