



City of Circleville  
104 East Franklin Street  
Circleville, Ohio 43113  
(740) 477-8224

### Alley and Street Closing Permit

To obtain a permit to close alleys and streets, the following information must be recorded. The permit must be submitted at least five days prior to closing the alley or street or 60 days prior if one of the following applies – see reverse side for conditions.

Person Requesting Permit:	
Address:	
Phone Number:	E-mail Address:
Location of Alley or Street to be closed:	
What is the purpose of the alley or street to be closed?	
Date(s) of Closing:	
Time(s) of Closure:	
Signature of Person Responsible for Alley or Street Closing:	
Date Submitted:	

Fee Paid \$25.00 \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Request use of city cones/barricades: \$50.00 \_\_\_\_\_  
 Detour required: \$300.00 \_\_\_\_\_  
 Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

The above individual or organization shall maintain liability insurance for the protection of the City of Circleville, Ohio, indemnifying and saving harmless the said City from any and all liability that may arise or accrue by reason of the use of the said alley(s) or street(s).

Person requesting the permit shall be required to notify affected businesses/residents 24 hours in advance to the closure: Yes [ ] No [ ]

This permit is valid only for the dates indicated. The permit must be reviewed and signed by the Safety Director and the Public Service Director.

APPROVAL: Yes [ ] No [ ]

_____ Safety Director	_____ Date
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_____ Service Director	_____ Date
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Copy Distribution: Applicant, Street Superintendent, Police Department, Service Director, Fire Department, EMS, Sheriff, Pickaway Plains – Fax 474-8172, Circleville City Schools – Jerry Mogan.

Distributed By:	Date:
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Please return original to the Safety Director  
**STREET CLOSING GUIDELINES**

**FIVE DAYS PRIOR** – The City Administration can authorize the temporary closing of streets if the closing meets all the requirements for citizen safety and one of the following guidelines:

- The closing is for 5 hours or less (including set-up and clean-up) and does not involve a federal or state route.
- The closing is for an imminent health or safety reason.
- Closing is for construction, excavation or urgent repair.
- Closing is in a Business District area, but not within regular business hours (typically 8 am – 5 pm, Monday – Saturday).

**SIXTY DAYS PRIOR** – Guidelines for temporary street closings not covered above, or are listed below, require approval of city council.

- Closing of public streets in Downtown Business District during regular daytime business hours (normally 8 am – 5 pm) if for longer than 5 hours.
- Closings for any amount of time that involve amplifiers or public address systems in a residentially zoned area.
- Closing involves a federal or state route.
- Closing is in a residentially-zoned area and will involve a temporary liquor permit granted by the Ohio Department of Liquor Control.

**NOTE:**

- With the agreement of the Council President, the Safety Director has the authority to authorize closing request if timing does not allow for council review and approval.
- Standard permit = \$25.00
- When requesting to use city cones/barricades = \$50.00
- When a detour is required = \$300.00

**Issued by Safety Director  
Revised November 2015**