

# REQUEST TO HOLD A PARADE /ROAD CLOSURE

RULES AND REGULATIONS, Title 67—TRANSPORTATION, DEPARTMENT OF TRANSPORTATION [67 PA. CODE CHS. 201, 203, 204, 211, 212 AND 217] Official Traffic-Control Devices CHAPTER 212. OFFICIAL TRAFFIC-CONTROL DEVICES Subchapter H. SPECIAL EVENTS § 212.701. Processions, assemblages and special activities. (b)2(vii)(c) Use of local roadways. Requests to close a local roadway for a procession, assemblage or special activity must be made in writing to the local authorities at least 3 weeks before the anticipated road closure. If the procession, assemblage or special activity also requires the closure of State-designated highways, the request must be made in writing to the local authorities at least 2 months before the anticipated road closure.

Organization Making Request: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Purpose for road closing \_\_\_\_\_  
Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_  
Between the hours of \_\_\_\_\_ and \_\_\_\_\_

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S.R. or Borough Street Name	From To	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Road will be fully closed? \_\_\_\_\_ Road will be partially closed? \_\_\_\_\_  
Length of the road being closed \_\_\_\_\_ (blocks, feet, miles)  
Traffic control will be provided by \_\_\_\_\_

Anticipated number and type of vehicles or pedestrians that will be in the event?  
#Vehs. \_\_\_\_\_ Type \_\_\_\_\_ # of Peds \_\_\_\_\_

What is the estimated speed of travel of the procession or special activity? \_\_\_\_\_ mph  
Have all traffic control devices, services and police escort services been contracted to provide rerouting of traffic along the alternate route if required? \_\_\_\_\_

Will the closure or partial closure adversely affect adjacent properties \_\_\_\_\_ YES \_\_\_\_\_ NO  
Have similar closures been free of substantial problems or citizen complaints?  
YES NO UNKNOWN

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#### The applicant agrees to

1. be responsible for maintenance of any alternate routes
2. Agree to fully indemnify and save harmless Honesdale Borough and all Borough employees and assume all liability for damages or injury occurring to any persons or property through or in consequences of any act or omission of anyone associated with the highway/street closure or partial closure by providing an insurance certificate of \$1,000,000.00 naming Honesdale Borough as additional insured.
3. Consultation prior to submission is REQUIRED with the Honesdale Borough Police Chief.
4. A map showing the closure and alternate or detour route(s) is enclosed with this request and is submitted 45 days prior to the requested date of closure.
5. Applicant certifies that at minimum 10 people (volunteers or paid) will serve as Crowd Control during the parade.

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(Date)

(Authorized Agent for Applicant)

