



PO Box 112
 133 W 8th St
 Russell KS 67665
 Phone: (785) 483-6311
 Fax: (785) 483-4397
 Email: utilityclerk@russellcity.org

FEES:
 Application Fee - \$25
 Barricades (rented by the set) - \$10

STREET CLOSURE APPLICATION FORM

A complete application and payment must be submitted at least (10) ten days in advance of City Council Meeting, held on the 1st & 3rd Tuesday of each month at 4:30 P.M.

Applicant Information:

Application Date: _____

Name/Entity: _____ Contact Name: _____

Address: _____ Cell Phone Number: _____

Area to be blocked off: _____

Proposed Activities: _____

Proposed Dates: _____ to _____ Proposed hours: _____ to _____

Business/Individual Signatures (Required):

Blocking public access to businesses or residences requires signatures from all affected by such closure or event. List business name or Individual then acquire their signature beside it. (Use back of paper if more space is needed.)

Plan/Method of Cleanup (immediately following):

All trash and waste must be picked up and barricades must be removed from street immediately following

Acknowledgement: By signing below, you acknowledge this application is fully completed and the applicant will be held responsible to setup and remove barricades from the street before and after the event, and clean up the area immediately after the event.

 Signature

 Date

Applicant must visit each Department Head and they acknowledge their approval prior to submitting

Police Dept. _____ Fire Dept. _____ Public Works _____

Electric Dept. _____ City Clerk _____

For Office Use Only:

Date Remitted _____ Cash/CC/Check# _____ Receipt# _____ Date Approved _____