



Office of the City Manager Road Use Application

2-10 North Van Brunt Street • Englewood, NJ 07631 • p (201) 510-8206 • f (201) 567-3678

Please note that incomplete applications will not be accepted.

Applicant Information

ORGANIZATION	
CONTACT PERSON	
ADDRESS	
CITY, ST, ZIP	
PHONE	
E-MAIL ADDRESS	

Walk • Run • Ride Information

ORIGINAL DATE	
RAIN DATE (if applicable)	
HOURS OF ROAD USE	
NAME OF ROADWAYS TO BE USED/CLOSED	

Certificate of Insurance

The applicant(s) shall provide a certificate of insurance, naming the City of Englewood as an additional insured party, indicating that general liability coverage in amounts between \$500,000.00 - \$1,000,000.00.

Map of Route

Attach a map of the finalized route. If applicable, specify where barricades will be needed. The City will leave barricades at specified locations and the applicant will be responsible for setting them up and removing them once the event has commenced.

CITY MANAGER	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Signature			Comments • Special Requirements	
POLICE	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Signature				
PUBLIC WORKS	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Signature				
FIRE	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Signature				

ARTICLE VIII. TEMPORARY CLOSING OF STREETS

[Adopted 8-6-1974 by Ord. No. 2064 (§§ 22-44 to 22-48 of the 1978 Revised General Ordinances)]

§ 380-44. Authority of Manager to close street.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I). The City Manager is hereby authorized to provide by regulation for the closing of any street or portion thereof to motor vehicle traffic on any day or days or during specified hours on any day or days whenever such street or portion thereof is used in conjunction with the operation of a fire hydrant water sprinkler or whenever he finds that such closing is necessary for the preservation of the public safety, health, or welfare.

§ 380-45. Permission required for block parties.

[Added 10-2-2007 by Ord. No. 07-25]

A. No person or persons, association, firm or corporation shall cause to permit a City street to be closed for the purpose of conducting a block party without first having procured permission from the City Manager.

B. Information required.

(1) The City Manager shall not consider any application for the closing of a City street unless and until the person or persons, association, firm or corporation requesting such permission shall first file with the City Manager an application requesting such permission stating:

(a) The location of the proposed street closing and the period of such closing, which period shall not exceed 10 continuous hours, together with the purpose of such street closing; and

(b) The names, addresses and telephone numbers of the individual, group or organization applying for such street closure, as well as the signatures of all individuals immediately affected by such street closing; and

(c) A map of the street or section thereof to be closed showing the proposed method of effecting the street closing and the location of the barriers to be used in restricting the flow of vehicular traffic through the closed street.

(2) The application shall be reviewed by the Police Chief or designee to determine if public safety would be adversely affected by such closure.

C. Permission granted. If, after examining the application and recommendation of the Police Department provided for above, the City Manager determines that the proposed street closing will not create conditions inimical to the public health, welfare and safety, permission to close the street may be granted. Such permission shall be effective for a period of time not to exceed 10 continuous hours. Upon receipt of a permit fee of \$25 and provided all conditions herein are satisfied, a permit shall issue.

D. Regulations governing closing. If permission to close the street shall be granted, the person or persons, association, firm, or corporation requesting such closing shall conduct the operation so that there shall be minimum inconvenience to the general public and in such a manner that, upon the expiration of the permitted street closing period, such street is reopened, free of any debris, refuse, or other material interfacing with the safe and free passage of pedestrians and vehicles. Traffic barricades shall be provided by the Department of Public Works and must be used by the applicant during the period of closure.

E. Insurance requirement. At the time of application, the City shall be provided with a certificate of insurance indicating, to the satisfaction of the City, that policies of general liability insurance and excess umbrella liability insurance have been issued and are in force at the time of the street closing. Said policy shall contain limits of liability in an amount to be determined by the City Manager. The City Manager has the right to waive this requirement.

F. Hold harmless agreement. It shall be the duty and responsibility of any applicant to agree to save the City, its officers, employees and agents harmless from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of the street closing. The acceptance of any permit under this section shall constitute such agreement whether the same is expressed or not.

§ 380-46. Approval of regulations.

No regulation adopted under this article shall become effective unless and until it shall have been approved by the Commissioner of Transportation pursuant to N.J.S.A. 40:67-16.10.

§ 380-47. Posting of warning signs.

Whenever any street or portion thereof is closed pursuant to this article, proper warning signs of such closing shall be posted in such street or portion thereof during the time such street or portion thereof is closed, in accordance with rules and regulations promulgated by the Commissioner of Transportation.

§ 380-48. Operation of motor vehicle prohibited.

No person shall operate a motor vehicle upon any street or portion thereof during the time such street or portion thereof is closed pursuant to this article.

§ 380-49. Violations and penalties.

[Amended 10-2-2007 by Ord. No. 07-25]

Unless otherwise provided by statute, any person who violates the provisions of this article shall, upon conviction thereof, be punished by a fine not exceeding \$1,000 or by imprisonment for a term not exceeding 90 days, or both.