



**Temporary Road Closure Form**

Today's Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Street(s) to be Closed: \_\_\_\_\_  
\_\_\_\_\_

Closest Intersection(s): \_\_\_\_\_

Date(s) of Closure: \_\_\_\_\_

Times: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Expected Attendance: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Type: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

*\*Please provide a legible map showing the closure area and/or event site, including placement of volunteers and personnel, and route of parade (if applicable).*

*\*Please sign below acknowledging you have received the Temporary Road Closure requirements & guidelines listed in EXHIBIT A.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Township Use Only**

**Approved by MVFD**

Yes  No

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by Miami Twp. Police Department**

Yes  No

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by Twp. Administrator**

Yes  No

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **EXHIBIT A**

### **The Township Administrator may grant or deny applications, consistent with the following conditions:**

Applications within the Austin Landing Special Event Area, as Defined on Exhibit A, shall be made at least fourteen (14) calendar days in advance of the events and shall not require mailed notice to adjacent businesses provided such events have been previously published on the event calendar for Austin Landing at least 30 days prior to the event and only occur during the timeframes between 5:00 PM Friday and 8:00 PM Sunday.

Applications for road closures for a period not exceeding eight (8) hours must be submitted at least thirty (30) calendar days in advance of the first date of road closure and may be granted upon the recommendation of the Miami Valley Fire District Fire Chief, Miami Township, Public Works Director, and the approval of the Township Administrator or the Assistant Township Administrator.

Applications for road closures for a period exceeding eight (8) hours but not exceeding 24 hours must be submitted at least forty-five (45) calendar days in advance of the first date of road closure and may only be granted with the approval of the Board of Trustees by motion in an open session of the Board.

Applications for road closures for a period exceeding twenty-four (24) hours must be submitted at least sixty (60) calendar days in advance of the first date of road closure and may only be granted with the approval of the Board of Trustees by motion in an open session of the Board.

**A.** To be considered, applications must contain the following information:

1. Description of the event, to include a list of the roads to be closed and the corresponding intersections, a legible map of the closure areas and / or event site including placement of volunteers and personnel, proposed times and dates of the closure and reopening, number of people expected to attend, assembly areas, route of parade (if applicable), any request for removal of on-street parking, description and indication of all on-site directional and promotional signage, name and contact information of organizers, and purpose of event;
2. A parking plan for use of Township, non-Township, public and / or private lots; and
3. Sanitation plan: the event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by the Public Works Director for the estimated attendance.

**B.** The following factors must be considered before the Township will grant an application involving a road closure:

1. Impact on businesses and residents;
2. Availability of detour routes;
3. Signage and notification must meet the requirements of the Community Development Department;
4. Set up of barricades and directional signage approved by the Miami Valley Fire District Fire Chief, Public Works Director, and / or Miami Township Police Chief; and
5. Traffic control and safety and safe access for emergency vehicles and apparatus.



- C.** The application may be refused or cancelled if:
- 1.** The time, place, size, or conduct of the event including the assembly areas and route of march, if applicable, would unreasonably interfere with the public convenience and safe use of the streets and highways;
  - 2.** The event would require the diversion of so great a number of law enforcement officers to properly police the line of movement, assembly area, and areas adjacent thereto so as to deny normal police protection to the Township;
  - 3.** The parade route of the march or assembly areas, if applicable, would unreasonably interfere with the movement of police vehicles, firefighting equipment, or ambulance service to the Township;
  - 4.** The event would unreasonably interfere with another event for which an application has been granted;
  - 5.** The information contained in the application is found to be false, misleading, or incomplete in any material detail; and
  - 6.** An emergency such as a fire or storm would prevent the proper conduct of the event.
- D.** If access to certain residents or businesses is restricted, the event organizer is responsible for preparing, printing, and distributing a notification letter to all affected residents and businesses. Affected businesses and residents must receive this letter at least thirty (30) days prior to the event. The letter must receive approval from the Township Administrator prior to being distributed. For a fee, the Township may be able to provide materials as listed on an adopted fee schedule to facilitate the road closure.