# REQUEST FOR STREET CLOSURE APPLICATION FORM

**Updated:** October, 2019

<table>
<thead>
<tr>
<th>Permit #</th>
<th>________</th>
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## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>Telephone #</th>
</tr>
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<table>
<thead>
<tr>
<th>Applicant's Mailing Address</th>
<th>Email Address</th>
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## DESCRIPTION OF REQUEST

- **Request Type:**
  - □ Escort
  - □ Construction
  - □ Event

- **Reason for Closure:** ________________

- **Block #(s) and Street Name(s):** ______________________________________________________________
  
  *For all TxDOT road closures, please call 512-353-1064*

- **Number of Lanes to be Closed:**
  - □ All Lanes, Both Directions
  - □ All Lanes, One Direction _________
  - □ One Lane, Specify: ______________
  - □ Other: ______________

- **Time for Closure:** Start Date ______________ Time _________ End Date ______________ Time ________

- **Will the street be passable for regular traffic:**
  - □ Yes
  - □ No
  - □ Specific Times: ______________

- **Will the street be passable for emergency vehicles:**
  - □ Yes
  - □ No
  - □ Specific Times: ______________

## AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided.

I agree to hold harmless, indemnify and defend the City, its officers and employees from and against all claims for personal injury or property damage that arise in connection with the street closure.

- **Filing Fee as noted on pg. 2**
  - Technology Fee $13
  - **TOTAL FEE ATTACHED** $_______

| Applicant’s Signature: __________________________ | Date: ______________ |

| Printed Name: __________________________ |

To be completed by Staff:

- The applicant is required to provide the following:
  - □ Barricades / Traffic Control Devices
  - □ Portable Toilets
  - □ Trash Receptacles
  - □ Traffic Control Officers

- □ Other: ______________________________________________________________________________

I, the applicant, agree to comply with the requirements as determined by the City and outlined above (initial)

- □ APPROVED
- □ DENIED

- **SIGNED BY:** __________________________ | **DATE:** ______________ |

- **PRINTED NAME:** __________________________ | **TITLE:** ______________ |
# CHECKLIST FOR STREET CLOSURE APPLICATION

<table>
<thead>
<tr>
<th>Items Required for Complete Submittal</th>
<th>Staff Verification &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Completed Application for Street Closure</td>
<td>□</td>
</tr>
<tr>
<td>□ Filing Fee:</td>
<td>□</td>
</tr>
<tr>
<td>$27 Short Term (24 hours or less)</td>
<td>□</td>
</tr>
<tr>
<td>(Neighborhood / Non-Profit)</td>
<td>□</td>
</tr>
<tr>
<td>$54 Short Term (24 hours or less)</td>
<td>□</td>
</tr>
<tr>
<td>(Commercial)</td>
<td>□</td>
</tr>
<tr>
<td>$106 + $100 per week/per lane/ per block</td>
<td>□</td>
</tr>
<tr>
<td>Technology Fee $13</td>
<td>□</td>
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For one or more lanes of traffic, closed for less than 12 hours:
- Traffic control plan, may be hand drawn, must clearly mark all traffic control devices such as signage, barriers, flaggers, etc.
- Complete road closure and detour are allowed – please provide detour details

For one or more lanes of traffic, closed for more than 12 hours or between sunset & sunrise*:
- Traffic control plan sealed by an Engineer
- Complete road closure and detour are allowed – please provide detour details
  (*this does not apply to events that are at nighttime)

Additional information may be required at the request of the Department

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: ___________________________ Date: ___________________________

Print Name: ___________________________________________________________________