



CITY OF CLARKSBURG

WEST VIRGINIA

Application to Use or Close City Streets Civic Event Use Only

OFFICE OF
CITY MANAGER

Name of Applicant/Organization _____ Contact Person _____
 Address _____ Telephone _____
 City/State/Zip _____ Fax _____
 Email _____ Does Applicant have Liability/Property Insurance? _____

Explain event or reason for request: _____

Dates Requested _____ Time: From _____ a.m. _____ p.m. To _____ a.m. _____ p.m.

List Street or streets you are requesting to use or close **be specific – identify specific block.**

1. _____ from _____ to _____ Close () Use ()
2. _____ from _____ to _____ Close () Use ()
3. _____ from _____ to _____ Close () Use ()
4. _____ from _____ to _____ Close () Use ()

Specific Assistance Needed From City – Parking, Police, Fire, etc _____

Signature of Applicant

Date

City Manager Approval

Date

Contingencies – Restrictions:

Please file this application in the Clarksburg City Manager's Office as soon as the requested dates of street closure are selected. Application Must Be Completed and Signed. Any approval is subject to and contingent upon any restrictions and/or changes required by the City Administration, City Council, local residents or business owners, or if necessary for public safety reasons.

A certificate of liability or property insurance may be required of the applicant. **This certificate will be submitted to the City Manager upon request.**

Scheduled times of street closure must include set up for the event as well as clean up at the event's conclusion.

cc: Frank Scarcelli, Public Works Superintendent
 Anthony N. Bellotte, Public Works Superintendent
 Chief Goff, Police Department
 Chief Keough, Fire Department
 Central West Virginia Transit Authority
 911 Center
 Harrison County Emergency Squad
 Harrison County School Board, Transportation
 Annette Wright, City Clerk