



## TEMPORARY STREET CLOSURE POLICY

### **General**

It is the policy of the Town of Fairhaven to encourage activities by neighborhood and civic groups that promote the welfare, safety, and harmony of its citizens. The Town shall allow temporary street closures for such activities when those closures will not cause harm to or be a significant disruption to the general public.

### **Purpose**

It is the purpose of this policy to define parameters under which local or civic groups may request temporary road closures for community events. Except as otherwise provided by law, it shall be unlawful to close any public street or block traffic therefrom unless a Street Closure Permit has been issued by the Town of Fairhaven in accordance with this policy.

### **Scope**

This policy applies to all roads and streets in the Fairhaven road system.

- A. **Administrative Approval:** Community events that occur on an annual or routine basis, may be approved administratively by the Town Administrator. Town sponsored events may be approved administratively by the Town Administrator.
- B. **Select Board Approval:** Events of a non-routine nature lasting longer than ten (10) hours, must be approved by the Select Board.

### **Policy**

- A. No permit shall be issued for road closures on state-controlled, numbered highways without prior approval from the Massachusetts Department of Transportation. No permit shall be issued for road closures in the Business District as defined by the Zoning Bylaws of Fairhaven\* unless sponsored by the Town or the local chamber of commerce or its equivalent.
- B. Disposition of Street Closure Requests is administrative in nature under the authority of the Town Administrator and the Select Board.
- C. The applicant shall submit a letter of request for street closure to the Fairhaven Town Administrator's office at least 30 days prior to the date of the proposed street closure. Applications submitted less than 30 days cannot be guaranteed a response for approval. The letter shall include all the relevant information requested in the application and any additional information requested by the Town Administrator.
- D. The Town Administrator shall notify the Police Chief of the proposed closure, and the Police Chief, or designee, shall determine whether a Police detail shall be required. Such detail shall be paid by the applicant.
- E. The applicant shall be responsible for notifying the owners and abutters as outlined in the public notification process.
- F. The temporary street closure shall be for a period less than ten (10) hours as stipulated by the Town Administrator, unless approved by the Select Board.
- G. Regardless of street closure, travel lane must be kept clear to accommodate emergency vehicles.
- H. Pedestrian access to all residences or businesses shall not be obstructed as well as an unobstructed path must be maintained for emergency vehicle access to the street.

- I. The applicant shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
- J. Promptly following the conclusion of the event, the applicant shall ensure that the street is free of debris and rubbish.
- K. Approval of the request is subject to other conditions that may be specified by the Fairhaven Town Administrator or the Select Board.
- L. The Town of Fairhaven will not be responsible for any costs for establishing, running or maintaining the closure.
- M. The Town of Fairhaven maintains the right to cancel approval of the road closure at any time.

\* Waivers may be requested and can only be approved by the Select Board.

#### **Barricade Equipment**

Barricade equipment, in the form of saw horses, is required and is provided by the Town at a fee of fifty dollars (\$50). The applicant shall be responsible to pay the fee at least two (2) weeks prior to the event. Department of Public Works will be notified and coordinate the placement and timing of barricades with the Police and Fire Departments. *\*The applicant is responsible for the barricade application.*

#### **Public Notification**

The applicant is required to notify by certified mailing to all abutters and post notices in visible locations within the area to be closed. The notification and postings to those who will be affected by the notice may contact the Town Administrator's office if they have any questions or concerns. The applicant shall attest that this requirement has been met. The applicant may obtain abutter addresses from the Assessor's office.

#### **Additional Event Requirements**

- A. No stakes or penetrations may be made through the asphalt.
- B. No disposal of anything in storm sewers.
- C. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
- D. No loud speaker system shall be used which is audible beyond the designated event location. Event organizers and guests shall be in compliance with state laws and local bylaws.
- E. If alcoholic beverages are dispensed, event organizers may be subject to criminal penalties if under-aged persons are consuming or possessing such beverages and products. Alcoholic beverages are prohibited from Town streets or public right of way unless the applicant has obtained a one-day permit from the Town. Marijuana products shall not be dispensed.

#### **Damages: Insurance**

Any person or persons to whom a Street Closing Permit has been issued shall be liable for any loss or damage to any Town of Fairhaven property arising out of the issuance use of the permit.

As a condition to the issuance of any Street Closing Permit, the permittee may be required to provide insurance to indemnify the Town from any and all damages and costs of litigation arising out of the issuance and use of such permit.



**Town of Fairhaven**  
**Massachusetts**  
 40 Center Street  
 Fairhaven, MA 02719

**TEMPORARY STREET CLOSURE/BLOCK PARTY APPLICATION**

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

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Road (s) to be blocked: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_ Age group: \_\_\_\_\_

Have all residents been notified Y / N \_\_\_\_\_ How notified: \_\_\_\_\_

*Please provide of copy of notification with application*

**Name, address and telephone number of 2 residents as point of contact in addition to the applicant.**

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

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

***By signing, I attest to having read, understand and will comply with the Temporary Street Closing Policy if this application is approved including conditions for public safety provided by Police, Fire and DPW.***

Signature of applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**OFFICE USE: Review by Police, Fire and DPW for approval, any public safety conditions will be noted.**

DPW: \_\_\_\_\_

Comments: \_\_\_\_\_

Police: \_\_\_\_\_

Comments: \_\_\_\_\_

Fire: \_\_\_\_\_

Comments: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Comments: \_\_\_\_\_

**TOWN OF FAIRHAVEN - BOARD OF PUBLIC WORKS  
BARRICADE REQUEST FORM**



**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location Request:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**# Of Barricades Requested** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\$50.00 refundable deposit for barricades

\$200.00 delivery / pickup (seperate check)

Barricades will be available on the business day prior to the event.

**Fees:** Please make checks payable to "Town of Fairhaven" \_\_\_\_\_

**The \$50.00 deposit will be returned in full provided there are no damages to the barricades. Deposits not collected will be forfeited after 30 calendar days.**

**Date Paid:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Request Approve by**  
**Highway Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Deposit Returned (Print Name)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee** \_\_\_\_\_