

CITY OF RHINELANDER STREET CLOSING POLICY

Policy

The Departments shall respond within reason to ALL requests involving the closures of streets for public and private events/uses.

Definitions:

1. Public and private street closures may include but are not limited to:
 - a. Public events held annually such as the July 4th celebration, Riverwalk Celebration, Oktoberfest Celebration, etc.
 - b. Private events may include auctions, block parties, fund raising events, etc.
2. Contractor/Business street closures may include, but are not limited to:
 - a. Equipment placement with use of City's right of way during construction or repair.
 - b. During lateral work for new or replacement.
 - c. Moving of Building.
 - i. Moving of buildings will be scheduled at the convenience of the Police Department; Moving permits are required and may be obtained from Rhinelander Fire/Inspection Department (715-365-8606) located at 128 West Frederick Street. Ordinance information 5.01.04.

Procedures:

When an **organization or private party** wishes to request a street closure for public and private events for a specific amount of time, the responsible party will submit said request in writing at **least 60 (Sixty) days** prior to the event to the City Clerk for approval by permit. This may also require such party to fill out the special event packet. The permit(s) will then be submitted to the appropriate departments for initial approval.

When a **contractor or business** wishes to request a street closure for work being done and use of the public way is needed to accomplish such work, the responsible party shall submit said request by permit application to the Rhinelander Fire/Inspection Department a **minimum of 10 (ten) days** prior to the closure request; this will include any and all detour requests if needed.

A site map of streets and specific location of request must accompany application.

Final approval will be predicated upon approval of all departments involved. Once approved, the Inspection Department will provide copies of the request to all local emergency services, to include the Rhinelander Fire/Inspection Department, Rhinelander Police Department and Oneida County Ambulance and Sheriff's Departments, as well as Public Works.

Agencies (or responsible party) will be required to notify the Police Department of any and all changes or conflicts that may arise once permit is approved, issued and notification has been made.

The requesting party will be responsible to contact Rhinelander Public Works (715-362-2728) located at 644 Washington Street, to arrange to pick up the barricades. Barricades may be picked up Monday through Friday from 7:00 A.M. - 3:00 P.M. The responsible party will also set the barricades up, remove them at the end of the event and return them to Public Works.

Street Closing Permit Fees: Minimum Fee \$30.00

Barricade rental rates available from Public Works (715-362-2728).

Rhinelander Clerks Office * 135 South Stevens Street, Rhinelander, WI. 54501
715-365-8600 (ext 2) * mstoll@rhinelandercityhall.org

CITY OF RHINELANDER 
STREET CLOSING PERMIT APPLICATION



All Work performed under this permit shall be in accordance with City of Rhinelanders and State of Wisconsin statutes, ordinances, rules and regulations.

Application Date: _____

 Name of Street, Streets & intersections to be closed.

 Name of Street, Streets & intersections to be closed.

A complete SITE PLAN MUST accompany this permit application, clearly marking the area and distances from streets & drive openings that will be affected or near the proposed closing.
Closure request: Full Partial Sidewalk Street/Streets

REQUESTER NAME: _____

Mailing Address: _____

Telephone: _____ Cell: _____

Email: _____

Organization Name: _____

RESPONSIBLE PARTY contact during closure:
 Name: _____ Phone: () _____ - _____
 Address: _____
 Email: _____

CLOSURE INFORMATION:
 Start Date: _____ Time: _____
 End Date: _____ Time: _____
Reason for closure:

I hereby agree that I will faithfully comply with the terms of this permit; that the above answers are true and correct: It is understood that any damage to any & all streets, sidewalks, drive openings, etc. during the length of the closure/event is my responsibility.

The requesting party will be responsible to contact Rhinelanders Public Works (715-362-2728) located at 644 Washington Street, to arrange to pick up the barricades. Barricades may be picked up Monday through Friday from 7:00 A.M. - 3:00 P.M. The responsible party will also set the barricades up, remove them at the end of the event and return them to Public Works; I understand that all routed detours **MUST** be clearly noted and defined on the application for prior approval. (Detour route set up will be arranged through Public Works Department.)

CLEARLY Print Name: _____

SIGNATURE of Responsible Party: _____ Date: _____
 Responsible Party Acting Agent

BARRICADES: Number required/requested _____ Site plan provided: Yes No Permit Fee: \$30.00
 Rhinelanders Public Works*644 Washington Street*Rhinelanders, WI. 54501
 715-362-2728 * Email: tkingman@rhinelandersutilities.org
 Rhinelanders Clerks Office*135 South Stevens Street* Rhinelanders, WI. 54501
 715-365-8600 (ext 2) * mstoll@rhinelanderscityhall.org