Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, PA 19464-9525
610-970-6591    fax 610-970-6588

APPLICATION FOR STREET CLOSURE or USE
For BLOCK PARTY/SHOW, FEST, SALE/5K, 10K RUNS, HALF-MARATHON,
MARATHON/FIREWORKS/FESTIVAL/CARNIVAL/etc

Today’s Date:  April 29, 2021

THE APPLICATION IS REQUIRED TO BE APPROVED IN ADVANCE OF THE EVENT AS FOLLOWS:
FOR EVENTS WITH APPROVED FIREWORKS, HALF-MARATHONS or MARATHONS, A MINIMUM OF NINETY (90) DAYS and
FOR ALL OTHER EVENTS, FORTY-FIVE (45) DAYS
(for Block Parties) A petition signed by at least 75% of the residents in the affected area is required (Page 3).
Also (when applicable) a diagram of the layout (ie.; tents, equipment, tables, vehicles, etc.) is mandatory (Page 4).

A street closure fee of $100.00 (plus any other charges noted on Page 2) are required to be paid to the Borough upon
approval of application. Additional fees may apply.

The purpose of a block party street closure is to serve the residents of that block and their family members ONLY.
All other street closure requests (such as requests from churches, clubs, fund raisers, charities, etc.) must include
specific details of the proposed event.

We hereby request permission to close/use the following streets or portions thereof College Drive

from Harbur to High and Keystone Blvd.

for the purpose of conducting __________________________

The date(s) planned are Sunday Dec 5, 2021 Between the hours of 9:00-10:30am

Rain date(s) N/A __________________________

Number of Police, Fire Police and/or barricades and the type needed will be determined by the Police Department.
Fee rates are shown on Page 2.

Any requirement for volunteers will be coordinated through the police department.

The applicant and/or sponsoring entity is responsible for the safety of event participants. The applicant and/or
sponsoring entity assumes all liability for the event. When appropriate or required, the applicant or sponsoring entity
shall secure liability insurance for the event and provide a copy of the insurance certification to the Borough at the time
the application is submitted for approval. Major events may require preliminary approval of the Borough Council. For
these kinds of events, contact the Borough Manager’s office at 610-970-6511, to make an inquiry.

(When applicable) Sponsoring Entity Parks & Rec Department

will use for barricades

-8/11/2020 - ML
We herewith agree to comply with all Borough regulations connected with street closures; including the prohibition of selling any items, unless licensed by the Borough's Licensing and Inspections Department.

Applicant Signature: [Signature]  
(Printed Name) [Name]
Address: 1409 N Juniper St Pottstown PA  
E-Mail: [Redacted]
Home Phone:  
Cell: [Redacted]  
Business:  

Lieutenant  
Date: 4-29-21  
Fire Marshall  
Date: 4-29-21
Chief of Police

Borough Manager  
Date

APPROVED:  
DISAPPROVED:  
Copy to Finance  
Date

Municipal Service Fee Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Police Services</td>
<td>$75.00 per hour/per officer</td>
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<tr>
<td>Fire Police</td>
<td>$25.00 per hour/per officer</td>
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<tr>
<td>Small Wooden Barricades</td>
<td>$1.50 each per day</td>
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<tr>
<td>Large Wooden Barricades</td>
<td>$2.50 each per day</td>
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<tr>
<td>Metal Barricades</td>
<td>$4.00 each per day</td>
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<tr>
<td>Temporary Parking Restriction Signs</td>
<td>$2.00 each</td>
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<tr>
<td>Clean up and Trash Removal</td>
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This fee may be billed according to clean-up required following the event for any trash left behind.

Number of Police Approved

Number of Fire Police Approved

Number of Small Wooden Barricades Approved

Number of Large Wooden Barricades Approved

Number of Metal Barricades Approved

* WILL USE P&PR BARRICADES *
TO BE STAFFED BY P&PR
Number of Temporary Parking Restriction Signs

TOTAL $_________

The $100.00 street closure fee = $100.00

NO TYPEWRITTEN PETITIONS WILL BE ACCEPTED. RESIDENTS MUST SIGN IN THEIR OWN HANDWRITING OR THIS PETITION IS NOT VALID.

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8/11/2020- ML
Block Party / Street Closure Diagram

Use this page to illustrate your planned block party / street closure event. Include the main street (the street that will be closed for the event) and the nearest streets on either side of the block.

You can use the KEY below to show where any items may be set upon the block, such as tents, tables, or other equipment. Anything that will be in the roadway should be illustrated and labeled.

For safety reasons, equipment and other items should not be set up in the middle of the street. This will allow for clear passage of first responders in case of an emergency.

KEY

△ = Tent/Canopy
△ = Vehicle/Trailer
○ = Tables
× = Barricades

EXAMPLE

High Street

College Drive

Hanover Street

York Street