



City of Rahway
Office of the City Clerk
1 City Hall Plaza **STREET CLOSURE APPLICATION**
Rahway, NJ 07065
(732) 827-2100 Phone / (732) 815-1417 Fax
www.cityofrahway.com

This application MUST BE submitted to the City Clerk no less than 30 days before the event. NO EXCEPTIONS!

A. Type of function: _____

Date of Function: _____

Starting Time: _____ Finishing Time: _____

Approximate number of attendees: _____

B. Name, address, organization, phone and e-mail for person(s) in charge of event: _____

C. List the street(s) or sections of street(s) or place(s) to be closed. **Please submit a sketch of the streets or sections to be closed and the placement of barricades:** _____

D. Applicant must provide for adequate lighting during hours of darkness, placement of detour signs and suitable barricades where required.

E. Names and addresses of all persons on the street and/or addresses of all property on the street or section thereof proposed for closure: _____

- F. No alcohol shall be sold, served or consumed on any street as defined by §345-4 of the Municipal Code.
- G. The letter as listed in Attachment 1 must be **MAILED** to every person and/or property owner on the street or section proposed for closure: along with a copy of the application:
- H. I/we certify that a copy of the application has been mailed to all parties and/or property owners listed in item F. I/we realize that failure to notify all persons/property listed in item F. will result in the denial of permission to close the street or section thereof. (initial here) _____
- I. All persons submitting an application for street closure, or section thereof, for the purpose of conducting a street fair, sidewalk sale or block party may, but are not required to, contract with the City of Rahway Police Department for the employment of an officer or officers during the hours of operation of the street fair, sidewalk sale, or block party. The cost of employing the police officer or officers shall be at the hourly rate and by procedure set forth by the City of Rahway and the City of Rahway Police Department for outside employment of police officers and shall be shall be paid in advance.
- J. **DO NOT SUBMIT THIS APPLICATION TO THE CITY CLERK UNTIL ALL CRITERA ARE MET. FAILURE TO DO SO WILL DELAY APPROVAL OF YOUR APPLICATION:**

_____ Barricade request form (Attachment 2) and refundable deposit
(\$50/barricade, \$15/detour sign)

_____ Sketch of streets/sections to be closed and placement of barricades

_____ Indemnification Agreement (see Attachment 3)

_____ \$10 application fee – separate payment from above
Cash, check or money order payable to “City of Rahway”

Signature of event representative: _____

Date: _____

This application MUST BE submitted to the City Clerk no less than 30 days before the event. NO EXCEPTIONS!

For office use only
Approved:

Chief of Police

Date

City Clerk

Date

Attachment 1
Property Owner Consent
Sample letter

Dear Sir/Madam:

You are hereby notified that an application has been submitted to close your street or section thereof for the date, time and place named on the attached application. Pursuant to §345-3 of the Municipal Code, you may provide written objection to the street closure or section thereof to the City Clerk. You may also request a public hearing before the City Council to object to the street closure or section thereof. If you do not request a public hearing, none will be provided.

(name & signature of event representative)

**Attachment 2
Barricade Request Form**

Please complete

I, _____, a representative of _____,
request _____ barricades and _____ detour signs from the Rahway
Department of Public Works. The barricades and detour signs shall be picked up from the Department of
Public Works (999 Hart St.) during normal business hours and returned to the Department of Public
Works during normal business hours.

I hereby affirm that I shall be personally responsible for the erection, maintenance and return of the
following _____ barricades and _____ detour signs and that failure to do so may result in
the loss of my deposit.

Name and signature of event representative

Date

Attachment 3

INDEMNIFICATION AGREEMENT

between the
CITY OF RAHWAY
and

(Name or names of indemnitors)

WITNESSTH:

_____ shall indemnify and save harmless the City of Rahway, its officers, employees and/or agents (Indemnitee) against any claims, liabilities, actions, damages, penalties, loss and expenses, including reasonable attorneys fees, which may be asserted against the Indemnitee arising out of the street closure to be held on (date) _____ by the Indemnitor(s) except where solely caused by the intentional act of the Indemnitee.

Applicant(s) Signature: _____

Date of Signature: _____

Witness Signature: _____

Chapter 345. SIDEWALK SALES, STREET FAIRS AND BLOCK PARTIES

[HISTORY: Adopted by the City Council of the City of Rahway as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Streets and sidewalks — See Ch. 365.

Article I. Closing of Streets

[Adopted 6-15-1994 by Ord. No. A-20-94]

[1]: *Editor's Note: See also Ch. 365, Streets and Sidewalks, Art. VIII, Closing of Streets.*

§ 345-1. Definitions.

As used in this article, the following terms shall have the meanings indicated:

CITY OF RAHWAY

City of Rahway, City Council of the City of Rahway.

PERSONS

Every natural person, partnership, association or corporation, whether for profit or not.

STREET

Any street, avenue, boulevard, road, lane, parkway, viaduct, alley or other way which is an existing municipal roadway, which is shown upon a plot hereto approved pursuant to law, which is on a plot duly filed and recorded in the office of the County Recording Officer, or which is approved by official action as provided by city ordinance, and includes the land between the street lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, sidewalks, parking areas and other areas

within the street lines.

§ 345-2. Prerequisites.

No person(s) shall cause or permit a municipal street to be closed for the purpose of conducting a street fair, sidewalk sale or block party without first obtaining:

- A. A street use application completed and submitted to the City Clerk;
- B. Approval from the Director of Public Safety of the City of Rahway; and
- C. Permission from the City Council.

§ 345-3. Applications.

- A. Any person requesting permission of the City Council to close a municipal street shall file with the City Clerk an application requesting such permission. Said application shall include all information reasonably necessary for the Director of Public Safety and the City Council to authorize such street closing, including, but not limited to, the following:
 - (1) Location of the proposed street closing;
 - (2) Period of such closing. Said period shall not exceed 12 continuous hours;
[Amended 11-13-1995 by Ord. No. O-56-95]
 - (3) Purpose of street closing;
 - (4) Name, address and telephone number of the person(s) applying for street closure;
 - (5) Map of street or section of street to be closed, with proposed location of barricades to be used in restricting traffic through closed street;
 - (6) Agreement with the City of Rahway Police Department for the employment of a police officer during the period of such closing;
 - (7) Indemnification agreement;

- (8) Barricade request form and accompanying deposit; and
- (9) Application fee of \$10 made payable to the City of Rahway.
[Amended 11-13-1995 by Ord. No. O-56-95]

- B. The application shall be accompanied by the names and addresses of all persons and/or addresses of all property on the street, or sections thereof, proposed for closure. A copy of said application shall be mailed, by certified mail, to every person and/or property on the street, or section thereof, proposed for closure. The applicant shall submit a certification that all of the above-mentioned persons and/or property were so notified by mail, and failure to notify all persons will result in denial of permission to close the street or section thereof.
- C. Any person or persons or property so notified of the proposed street closing shall have the right to provide written objection to the City Clerk and/or City Council. Any person(s) and/or property who has provided written objection to the closure of any street, or section thereof, shall be notified by the City Clerk of the date and time when the City Council will consider granting permission for the street closure, and may request in writing that the City Council provide a public hearing on the street closure or section thereof.
- D. The Director of Public Safety, or his/her duly authorized representative, shall review the application and all accompanying attachments. The Director of Public Safety must approve the street closure, or section thereof, based upon the opinion that the proposed street closing, or section thereof, will not create conditions inimical to the public health, welfare, and safety, or unduly obstruct the free flow of traffic.
- E. The Director of Public Safety shall approve the placement of all barricades to be used in restricting the flow of vehicular traffic. The Director of Public Safety shall also determine the need and the appropriate placement of any and all detour routes and may require the applicant to place detour signs.
- F. All permission by the Director of Public Safety and the City Council for the closure of any street, or portion thereof, will be made on a first-come-first-serve basis.

§ 345-4. Use of alcohol.

It shall be unlawful to sell, serve or consume any alcoholic beverage on any street as defined in this article.

§ 345-5. Police officers.

[Amended 11-13-1995 by Ord. No. O-56-95]

- A. All persons submitting an application for street closure, or section thereof, for the purpose of conducting a street fair, sidewalk sale or block party may, but are not required to, contract with the City of Rahway Police Department for the employment of an officer or officers during the hours of operation of the street fair, sidewalk sale, or block party. The cost of employing the police officer or officers shall be at the hourly rate and by procedure set forth by the City of Rahway and the City of Rahway Police Department for outside employment of police officers.
- B. Fees and costs of the employment of police officers for a street fair, sidewalk sale, or block party shall be paid in advance. The form of contract for employment of a police officer shall be the contract regularly used by the City of Rahway Police Department for outside employment of police officers.

§ 345-6. Responsibilities of those requesting street closure.

The person(s) requesting such street closure, or section thereof, shall conduct the operations so that there shall be minimal inconvenience to the general public. The street shall remain clear of all obstructions so as to allow for the adequate entry and movement of emergency vehicles. Upon the expiration of the permitted street closure, such street is to be reopened free of any debris, refuse, or other material interfering with the safe and free passage of pedestrians and vehicles. All such trash, debris, refuse and materials are to be disposed of in accordance with the City of Rahway Garbage and Recycling Ordinances in effect.^[1]

[1]: *Editor's Note: See Ch. 357, Solid Waste.*

§ 345-7. Liability.

It shall be the duty and responsibility of any person(s) submitting the application for a street closure, or section thereof, to agree to save the City of Rahway, its officers, employees and/or agents harmless from any costs, damages, and liabilities which may accrue or be claimed to accrue by reason of the street closure, or section thereof.

§ 345-8. Barricades; deposit.

It shall be the responsibility of the person(s) submitting an application for the closure of a street, or section thereof, to secure the necessary barricades and detour signs from the City of Rahway's Department of Public Works. Said application for a street closure, or section thereof, shall be accompanied by a barricade request form. There shall be a deposit of \$50 per barricade and \$15 per detour sign in cash or check made payable to the City of Rahway. The deposit fee shall be refunded upon the return of the barricades and/or detour signs to the City of Rahway's Department of Public Works undamaged.

§ 345-9. Special Improvement District excluded.

This article shall not apply to any activities in that area of the city covered by the Special Improvement District.

§ 345-10. Violation and penalties.

Any person(s) violating any of the provisions of this article shall be subject to a fine not to exceed \$1,000 or, if the party so convicted is a natural person, such person may be imprisoned for a term not exceeding 60 days, as such court in its discretion may impose. Each day that such violation exists shall constitute a separate offense.