



*City of Cortez  
Public Works Department  
110 West Progress Circle  
Cortez, CO 81321  
970.565.7320*

## **CITY OF CORTEZ STREET CLOSURE APPLICATION**

Date Completed Application Received by Public Works Department: \_\_\_\_\_

**Fill out application and RETURN TO THE PUBLIC WORKS DEPARTMENT AT LEAST THIRTY (30) DAYS PRIOR TO THE REQUESTED STREET CLOSURE**, along with required information (see Page 2). **Incomplete applications will not be accepted.** The following streets cannot be closed: **Empire, Mildred, North Ash, North Washington, and South Beech.**

**The street closure is not approved until signed by the City representatives. Applicant will be notified when approval is complete.**

**If the proposed event encroaches onto or off of a State Highway or Right-of-Way (145, 491, or 160 - this includes Main Street), CDOT will have to approve the street closure.**

Applicant/Organization: \_\_\_\_\_

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

Contact Person (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Street, or portion of street, to be closed (e.g. Market Street, from North to Montezuma):

\_\_\_\_\_

Date(s) of requested street closure:

Time(s) of requested street closure  
(indicate AM or PM)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ until \_\_\_\_\_  
\_\_\_\_\_ until \_\_\_\_\_

Reason for street closure request:

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATIONS ARE NOT COMPLETE WITHOUT THE FOLLOWING DOCUMENTS:**

- \_\_\_1. **Map of area** to be closed, showing locations of structures, barricades, security personnel, location of activities, fencing, and ingress/egress (if applicable).
- \_\_\_2. **Signatures of support** from businesses and residents in the affected area (failure of a neighboring party to sign will not necessarily void the permit application).
- \_\_\_3. **Traffic Control Plan.**
- \_\_\_4. **Trash and Sanitation Plan.**
- \_\_\_5. **Certificate of Insurance** that names the City of Cortez as additionally insured: **"With respect to (event holder) event being held (name the park or City property), on (date/dates of event), AND the City of Cortez is named as additionally insured."**
  - A. A minimum of \$1,000,000 per occurrence **primary** coverage and \$2,000,000 annual aggregate.
  - B. A minimum 30 days notice of cancellation.
  - C. Host and general liquor liability coverage if applicable.
  - D. A minimum of \$1,000,000 personal and advertising injury coverage.
  - E. A minimum of \$50,000 fire damage.

**For questions about insurance requirements or assistance in acquiring event insurance, please contact Debbie Speer at [dspeer@cortezco.gov](mailto:dspeer@cortezco.gov) or 970.564.4019.**

**By execution of this release, the undersigned agree(s) not to sue a released party and agree(s) that they are releasing any right to make a claim or further to file a lawsuit against any released party. The undersigned further agrees to defend and indemnify each released party for any and all claims of the undersigned and/or a third arising in the whole or in any part from the participants; participation in the activity. The undersigned agrees to pay all costs and attorney’s fees incurred by any released party in defending any claim or suit brought by or on behalf of the undersigned, his/ her heirs, successors, and assigns.**

**APPLICANT:**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

**THE STREET CLOSURE IS NOT APPROVED UNTIL SIGNED BY THE FOLLOWING:**

\_\_\_\_\_  
Chief of Police Date

\_\_\_\_\_  
Director of Public Works Date