



Street Closure Permit Application

Date: 5/22/25

The following information is required. The application should be submitted 30 days prior to the requested closing date. Permit processing may take up to 10 business days.

Type of Street Closure: ☒ Civil/Community Event ☐ Utility Repair/Construction

Applicant Name: Rachel Pharris Address: 404 South St

Cell Phone: 417-872-9641 Work Phone Number: _____ Email: rachel-rae@live.com

Organization/Utility Owner Contact Name: _____ Phone Number: _____

Please Give a Detailed Description of the Event/Construction (attach illustration map of street closure and detour):

We are having our annual Freedom Fest/4th of July cookout with our neighbors of South St

Date(s) of Event/Closure: Begin: 6-28-25 End: 6-28-25

Time of Event/Closure: Begin: 2 pm End: 10 pm

Street(s) Needing to be Closed: South St (South of Knight)

Traffic Control is to be conducted by Applicant (Attach traffic control plan)

Number and Type of Barricades: 2 - A frame style (like for the parade)

By executing this application the Applicant agrees to defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, the approval or denial of this permit, including but not limited to claims for personal injuries, death, property damage, or for damages from the approval or denial of this permit, notwithstanding any possible negligence,

City of Willard
PO Box 187
224 West Jackson St.
Willard, MO 65781

whether sole or concurrent, on the part of the City, its officials, agents and employees. The indemnification obligations of the Applicant hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Applicant, under any federal or state law, to any person asserting the claim against City, its elected or appointed officials, agents and employees, for which indemnification is sought. The indemnification obligations herein shall not negate, abridge or reduce in any way any additional indemnification rights of the City, its elected or appointed officials, agents and employees, which are otherwise available under statute, or in law or equity.

Please refer to General Provisions prior to Signing this application.

Signature of Responsible Party: 

☐ Certificate of Insurance attached

GENERAL PROVISIONS

Applicant/Contractor will provide a written outline detailing the proposed work or event, location of work or event, duration and dates of closure, owner and contractor contact names and telephone numbers.

Unless approved otherwise, the Applicant/Contractor will submit a traffic control and routing plan with map and details with regard to signage/ barricades. Signage will be in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD). Applicant/Contractor shall provide the necessary personnel; control devices and signs to install and maintain traffic control as shown on the approved traffic control plan. All control devices shall be checked frequently to assure that proper placement, installation and cleanliness is maintained. Applicant/Contractor may opt to use City equipment for traffic control with the submittal of an equipment deposit, which may be applied to the cost of replacing any lost, stolen or damaged equipment as provided by the City.

Traffic control plans for projects involving any collector or arterial street, or any other location as determined appropriate by the Public Works Director shall be prepared by a Professional Engineer and should be designed to provide the least amount of disturbance or delay to the public.

To help ensure the protection of life, health and safety of adjoining property owners and the general public Applicant/Contractor will conform to specific operational requirements as deemed necessary and based on the scope of project or event.

Applicant/Contractor will provide notification to the general public and/or affected property owners of closure details as specified during the application process on a case-by-case review as to necessity, content and manner of distribution. At its discretion, the City may opt to make such notification.

Applicant/Contractor acknowledges and agrees to make payment of fees or reimbursement of cost incurred by the City in granting the temporary street closure permit or costs incurred by the City in allowing the applicant to perform the function for which the permit is being requested.

Applicant/Contractor shall provide evidence of public liability insurance in the amount and to the benefit as may be determined.

Applicant/Contractor may be liable for any personal, physical, property, or monetary damages, if any, that are caused as a result of street closure. The City of Willard, Missouri in granting Request for Street Closure, hereby claims no responsibility for any actions caused by the granting of said permit, grantee or others which lead to legal action as a result.

In the event, for any reason, street closure must be left in place longer than the original date specified on approved request, Applicant/Contractor shall contact the Right of Technician or designated City employee, as soon possible, at which time an extension or other conditional requirements may be considered.

Under certain circumstances closure times may be limited to off-peak hours if deemed necessary by the Public Works Director.

Applicant/Contractor will be required to submit a surety in an amount and form sufficient to ensure the restoration of the effected area. Such surety shall be posted prior to receiving an approved Request for Street Closure.

Applicant/Contractor will be expected to have knowledge as to the location of right of way, and/or easement lines in which permitted activity is being performed. Any encroachment by the applicant outside of public right of way is done so at the applicant's own risk. If deemed necessary, the Public Works Director or designated representative may require the staking of said lines at the expense of Applicant/Contractor.

Applicant/Contractor will contact the Right of Way Technician during the following applicable stages or conditions:

- (a) First day work is to begin.
- (b) Before covering road bores.
- (c) Before filling open road cuts.
- (d) To report damage to City of Willard property or facilities.
- (e) To discuss any modification to approved plans or terms of permit.
- (f) When project is completed.

NOTE: The information contained above is an overview of basic permit requirements/procedures and is not to be used in lieu of applicable City, County or State codes and statutes.

☐

Approved

☐

Denied

Date

Public Works Director or Designee

Public Notification Requirements: _____

Insurance and/or Bond Requirements: _____

Operational and/or Site Requirements: _____



