

**City of Essex Junction, VT**  
**Application to Close or Obstruct a Street for a Community Event**

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I/we do hereby make an application, as required by the City of Essex Junction, VT, to close or obstruct a City street for the purpose of a Community Event.

**CONDITIONS:**

1. Provide a detailed site plan and/or aerial view of the street(s) to be closed or obstructed. This must include provisions for emergency access. Return the site plan with your completed application sixty (60) days in advance of the event to the City Office, Attention Managers Office, 2 Lincoln Street, Essex Junction, VT 05452, or email [admin@essexjunction.org](mailto:admin@essexjunction.org). It requires final approval from the City Council per The City of Essex Junction Municipal Code, Chapter 2, Section 208. The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month, so please plan accordingly.
2. Work with the Essex Junction Public Works Department (802-878-6942 or 802-878-6944 x1600) to obtain road signs to warn drivers of road closing. The applicant will be responsible for picking up the signs from the Public Works garage, erecting the signs, and returning them to the Public Works garage in a timely manner.
3. Maintain a twelve (12) foot clear road in the center of the street in case of emergency.
4. Remove any obstructions immediately if emergency vehicles need to use the street.

Street(s) section to be closed: \_\_\_\_\_

Purpose: \_\_\_\_\_

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

Hours: \_\_\_\_\_ to \_\_\_\_\_  
*(including set up and tear down)*

\_\_\_\_\_  
Name of Organizer (please print)

\_\_\_\_\_  
Organization/Event Name

Email: \_\_\_\_\_

Cell # (required on site): \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



**FOR COMPLETION BY STAFF**

**Date Application Received:** \_\_\_\_\_

**Public Works** Date approved \_\_\_\_\_ Approved by: \_\_\_\_\_

Comment: \_\_\_\_\_

**Police Dept.** Date approved \_\_\_\_\_ Approved by: \_\_\_\_\_

Comment: \_\_\_\_\_

**Fire Dept.** Date approved \_\_\_\_\_ Approved by: \_\_\_\_\_

Comment: \_\_\_\_\_

**Date Approved by the City Council:** \_\_\_\_\_

