

## Request for Road/Street Closure

Event:

Date:

- A digital map must be attached detailing all roads included in the closure request.
- Texas Highway closures are processed by the City through Texas Department of Transportation and require a non-refundable **\$50 fee**.

Please select the type or types of road closure you are requesting. City Streets Only  TxDot Road Closure

Street Name(s)	Beginning Point	Ending Point	Date(s) of closure	Exact time(s) of closure

Proposed Barricades (please provide location details):

- I acknowledge that an approved road closure only closes the area to thru-traffic, and that pedestrians are still permitted to a closed road area.
- I understand that it is my responsibility (sponsoring agency) to call KCS dispatch and advise them of the event crossing their tracks and provide dates and times. Kansas City Southern dispatch phone: 816.983.1473. KCS will not stop trains for events.
- I understand that there is a \$50.00 non-refundable fee if the street I am requesting to close is a state highway that requires consent from TxDot. I also understand that if I am requesting a TxDot road closure, I must submit a flyer or other printed advertisement of the event and/or parade along with this application.
- I understand that I am required to notify and obtain signatures from each of the City businesses affected by the street closure, I must provide the separate, completed form to City Hall no later than (14) days prior to my event. In addition to this, I am required to publish a newspaper ad dated at least 2 weeks prior to my event (detailing the specific roads to be closed and specific times), and must provide a copy of this ad to City Hall within (14) days prior to my event.

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Signature:

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

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