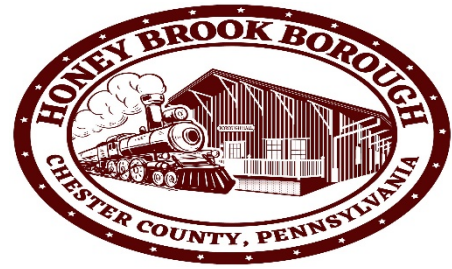


Honey Brook Borough

71 Pequea Avenue / PO Box 249
Honey Brook, PA 19344
610-273-2020 / Fax 610-273-1261
www.honeybrookborough.net



Request for Street Closure to Traffic

Please print clearly

Name of Organization: _____

Contact Person: _____

Address:

_____ Email: _____

_____ Phone Number: _____

Description of Event: _____

Date of Event _____ Rain Date: _____

Hours of Event: _____

Street(s) Requested to be Closed: _____

Between Crossed Streets of: _____ and _____

Submitted by: _____ Date: _____

Guidelines:

- The request to close a street to vehicular traffic requires formal approval by the Mayor and Borough Council and must be scheduled on the agenda of a public meeting.
- Completed application must be submitted at least 1 month in advance of the date of the proposed event
- Upon receipt of the completed application, the Borough Clerk will forward it to the Chief of Police for review and comment. The Chief of Police will return the form to Borough Clerk who will add the request to the next Borough Council meeting agenda for consideration by the Mayor and Borough Council.
- The requesting party is not required to attend the public meeting. A non-refundable fee of \$50 must accompany the application for use of the traffic cones provided by the Borough.
- Following the meeting, the Borough Clerk will contact the requesting party to relay the decision of the Mayor and Council.
- Inflatable equipment is prohibited from being placed on any street.
- Street closure barriers will be provided by the Borough Public Works Department and shall not impede emergency vehicle access. Public Works will pick up the cones after the event.

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**FOR OFFICIAL USE ONLY:**

Police Department Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Police Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above request for Street Closure has been Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Signature of Mayor of Honey Brook Borough \_\_\_\_\_ Date: \_\_\_\_\_

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| <p>\$50 Non-Refundable Fee Received: Date: _____ Cash ____ Check # _____</p> <p>Received By: _____</p> |
|--------------------------------------------------------------------------------------------------------|