

Road Closure Application for Private Affairs

Date of Application (minimum 30 days prior to event) _____ Application No. _____

Contact Information [Designee responsible for the road closure application and controlling of such]

Name of Applicant _____
Street Address _____
City, State, Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email Address _____

Event Information

Name of Street(s) involved _____
Description of Road Closure _____
Date of Closure _____
Time of Closure From _____ AM/PM To _____ AM/PM

Documents required with this application

Traffic Control Plan Resident Agreement Certificate of Insurance Hold Harmless Agreement

Applicant's Signature _____ Date _____

POLICE DEPARTMENT USE ONLY

Special Conditions _____
Detour Required _____
Reviewed by _____
Approved Not Approved Reason: _____

ENGINEER USE ONLY

Reviewed by _____
Approved Not Approved Reason: _____

OFFICE USE ONLY

Date sent to PD & Engineer _____
Approved Not Approved Reason: _____

Eileen M. Tedesco, RMC, Township Clerk -> _____

Guidelines

- 1. In order to properly close the street, submit a Traffic Control Plan indicating the area of the closure, placement of Type III barricades and advance warning signs indicating "Road Closed/Special Event." It is the responsibility of the Applicant to secure and place the barricades and advance warning signs.
2. Organization/individual must provide indemnification and save harmless agreement - private affair (form provided by Township of Egg Harbor).
3. Organization/individual must provide proof of liability insurance coverage (\$1 million combined single limit) naming the Township of Egg Harbor as an additional insured for the purposes of the private affair.
4. ALL RESIDENTS located within the road closure need to be in agreement. Resident Agreement shall be prepared identifying all affected residents by name, address, phone number and signature of consent. The Agreement shall be attached to the Road Closure Application for Private Affairs as proof that all parties have been contacted and are in agreement.
5. Once the road closure is in effect, no traffic is allowed into the closed area. Residents within the affected area must move their vehicles prior to the road closure.
6. In order to ensure that traffic on flowing streets does not stop in the roadway, road closures at intersections need to be made at 50 feet into the closed road from the intersecting road to allow ample area for turning traffic to maneuver.
7. A competent person shall be designated as the responsible party for the road closure application and the controlling of such. All contact information shall be provided to the Township Clerk's Office.
8. No closures will be granted on through streets or streets that the Egg Harbor Township Police or Engineer's Office deem as potential traffic hazards.
9. According to the Township Ordinance, the Egg Harbor Township Engineer's Office has the authority to grant road closures.

INDEMNIFICATION AND SAVE HARMLESS AGREEMENT – PRIVATE AFFAIR

THIS AGREEMENT made this _____ day of _____, 20 ____, by

Name of Person or Organization (hereinafter “Organization/Individual”)

Business Address (City/State/Zip)

WHEREAS Organization/Individual has applied for a Private Affair permit as follows:

Date and Time of Event _____

Location of Event _____

Purpose of Event _____

WHEREAS a condition of said Private Affair permit requires that Organization/Individual provide the Township of Egg Harbor with an Indemnification Agreement by which Organization/Individual is to defend, indemnify, and save harmless the Township of Egg Harbor for any claims, costs or liability which may arise as a result of the scheduled event or to be made by the Organization/Individual as well as operation of any Township vehicle, for whatever purpose, including, but not limited to motor vehicle code enforcement by the Police Department, plus other such necessary services including employees, officers or agents during said event;

NOW, THEREFORE, in consideration of the covenants of the terms contained herein, Organization/Individual does hereby agree as follows:

1. The Organization/Individual contemplates the above-referenced event;
2. The Organization/Individual as pertaining to Township use and operations during the event herein set forth expressly agrees to defend, indemnify and save harmless the Township of Egg Harbor from and against any and all claims, losses, damage, injury, demands, causes of action and/or lawsuits and liability however caused, resulting and arising out of or in any way connected or related to scheduled event.
3. The Organization/Individual further agrees to include the Township as a named insured on the Organization/Individual’s liability insurance coverage (\$1 million combined single limit) for the purposes set forth herein, and to provide a certificate of insurance or certified copy of the insurance declaration sheet prior to the scheduled event.
4. In the event of ensuing litigation wherein the Township of Egg Harbor is a named party, including any of the Township’s agencies, board, agents, servants, professionals and employees, or otherwise, Organization/Individual shall further cause to defend, indemnify and save harmless the Township including any of the Township’s agencies, boards, agents, servants, professionals and employees, or otherwise, from any and all costs of litigation, including attorney’s fees or other related costs incident to such litigation.
5. This Agreement shall insure to and be binding upon the heirs, the devisees, legatees, executors, administrators, successors and assigns of the parties hereto.
6. The preambles of this Agreement are incorporated herein as though set forth herein at length.

Organization/Individual [print]

Organization/Individual Signature

Subscribed and sworn to before me on _____, 20__.

[Notary Public]

