

TOWNSHIP OF WOODBRIDGE, NEW JERSEY
MUNICIPAL CLERK'S OFFICE
1 MAIN STREET
WOODBIDGE, N.J. 07095

APPLICATION FOR CLOSING OF ROADWAYS FOR SPECIAL EVENTS

Pursuant to **Township Ordinance (Chapter VII, Section 7-2.1 TEMPORARY STREET CLOSING)**, No person, association, firm or corporation, except for the Township of Woodbridge, shall cause or permit a street to be closed for the purpose of conducting a street fair, sidewalk sale, parade, concert, or other special event (*excluding block parties which is defined in Section 7-2A et seq.*) without first having obtained approval by the Municipal Council.

APPLICANT/ORGANIZATION NAME: _____

APPLICANT/ORGANIZATION ADDRESS: _____

CONTACT PERSON: _____ PHONE #: _____

NAME & TYPE OF SPECIAL EVENT: _____

DATE OF SPECIAL EVENT: _____ RAIN DATE: _____

NAME OF STREET TO BE CLOSED: _____

STARTING POINT: _____ ENDING POINT: _____

NAME OF CROSS STREETS AFFECTED: _____

EVENT START TIME: _____ A.M./P.M. EVENT END TIME: _____ A.M./P.M.

(If different from above) STREET CLOSURE TIME: _____ A.M./P.M. to _____ A.M./P.M.

IMPORTANT – PLEASE READ

Application must be submitted to the Municipal Clerk's Office at least forty-five (45) days prior to the proposed date of a Special Event (but not prior to January 2nd of the calendar year preceding the requested date) in order to be submitted to the Municipal Council for approval. Failure to timely file may result in the denial of a request.

A blank page (labeled SKETCH) must also be completed and attached. Sketch shall depict the streets listed in the application as well as the location(s) of temporary structures, stages, rides, staging and breakdown areas, etc., or other items to be placed or set up in the roadway.

If approval is granted by the Municipal Council, the person, association, or group that is granted the approval shall be responsible for conducting the operations so authorized in such manner that there shall be minimum inconvenience to the general public and shall assume any and all liability for damages or claims for damages to persons or property which may arise from the closure of such roads (including holding the township harmless from any and all costs, damages and liabilities from a claim), and upon the expiration of the approval, such street shall be reopened free of any debris, refuse or other material interfering with the safe and free passage of pedestrians and vehicles. Applicant also agrees that he/she shall abide by all the conditions of the approval as well as all ordinances and regulations of all township departments including but not limited to Police, Health and Public Works.

Before submitting application, applicant should be aware of the maximum amount (3) of annual street closures within a calendar year during Peak Business Hours.

The Municipal Council and/or the Municipal Clerk shall have the authority to deny and/or revoke applications or permits as set forth in the applicable Municipal Ordinance.

A cash bond may be required at time of application submittal if the applicant/organization has had prior negative experience with a street closure in the township as defined within the ordinance.

Applicants for a street fair, parade, concert or other Special Event must provide a complete and final list of vendors/participants to the Municipal Clerk **NO LATER** than 5 calendar days prior to event.

I hereby certify that I have fully and truthfully completed this application and agree to abide by all the conditions of the permit, the ordinances of the Township and the applicable rules and regulations of the Police Department. I am also aware that this application does not include all the particulars of the Ordinance and that I should obtain a complete copy for a full understanding of same.

Applicant's Signature: _____

Applicant's (printed) Name: _____

Date of Application: _____

SKETCH

(Depict street(s) and location of temporary structures which will only be in the roadway including but not limited to staging and breakdown areas (if applicable), rides, stages, tables/chairs, deejay, etc.).