

**City of Portland
Street Closure Request Form**

To request a street closure from Portland City Council, please complete and submit to:
Lori Phillips, Clerk Treasurer; 321 North Meridian Street; Portland, IN 47371 or email to:
cityclerktreas@thecityofportland.net. Any questions, you may contact me at 260-726-9395
x224.

CONTACT INFORMATION

Group / Organization Name: _____
Contact Person: _____
Telephone: _____

EVENT INFORMATION

Brief Description of Event: _____
Day and Date Closure Requested: _____
Time of Closure: _____
Street: _____

(Note: Please be sure to include adequate time for set-up and clean-up of the event)

BUSINESSES THAT MAY BE AFFECTED BY THE STREET CLOSURE

HAVE YOU CONTACTED THE BUSINESSES THAT MAY BE AFFECTED BY THE CLOSURE

YES NO

FEEDBACK FROM THE BUSINESSES

DATE REQUEST TO BE PRESENTED TO PORTLAND CITY COUNCIL: _____

PLEASE PRESENT THE REQUEST ON MY BEHALF: YES NO

OUR GROUP WILL PRESENT THE REQUEST: YES NO

Office Use Only

Date Approved _____ Date Street Department Notified _____