



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL            |
| 2. ADMINISTRATIVE | <b>5. PUBLIC WORKS</b>  |
| 3. PERSONNEL      | 6. PARKS AND RECREATION |

CHAPTER: General Purpose/Public Works Administration

SUBJECT: Street Closings

POLICY NUMBER: 5.022

PAGES: 1

EFFECTIVE DATE: June 18, 1996

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

The following shall be the accepted policy for permission and authority to close streets for regularly scheduled and intermittently scheduled events occurring in the City of Marshfield.

1. A written request shall be made to the Director of Public Works and a copy given to the Chief of Police for any requested street closure within the City of Marshfield. The written request shall contain the organization requesting closure, the name and address of the person to be contacted for coordination with the closure, the days and time during which the closure will be requested for and the event or events which will take place during the closure of this street(s).
2. Upon receipt of the written request, the Director of Public Works and the Chief of Police will make a joint decision on the extent of the closure and will issue a letter of approval to the person representing the organization making the request for the street closure. Upon receipt of the approval the requesting agency may proceed with their plans for their event.
3. The requesting agency is responsible to place signs and barricades during the event which is scheduled. For City sponsored events, the placement of these signs and barricades will be done by the Street Division of the Department of Public Works. The requesting organization's agent shall coordinate this activity with the Street Superintendent.