



APPLICATION FOR A STREET CLOSING PERMIT

The undersigned requests that a street closing permit be approved for the following activity:

Activity: _____

Applicant: _____ Applicant Email: _____

Address: _____

Phone: Primary _____ Other _____

Location: _____ Business _____

Date of Application: _____

Date of Activity: _____

Time Requested for Street Closure: _____

We agree to meet the following guidelines and assurances established by the City for the approval of street closings:

1. To be considered, the "Application for Street Closing Permit" must be submitted at least two (2) weeks prior to the proposed event.
2. A small (8 1/2" x 11") map must be provided showing location of the proposed street closing and desired placement of barricades.
3. If applicable, a Noise Variance should be obtained from the Police Department and submitted with this application.
4. The approving signatures of 80% of the affected persons in a commercial district must be obtained. For residential areas, the approving signatures of 90% of the affected persons must be obtained. The signatures must be affixed to a document which clearly sets forth the nature of the event planned. (If the request is for Main Street between Jones and Porter or the Campus Corner area, a contact list will be provided by the City.)
5. Applicant must provide litter and trash pickup following the event, both within and without the closed area, if debris is scattered as a result of the event.
6. The proposed closure shall not interfere with any other scheduled event or pose any public safety threat.
7. No alcoholic beverages will be sold in the public right-of-way (wine, liquor, etc.).
8. The discretion of whether the Traffic Control Division will place and remove devices rests solely with the Public Works Department. Generally speaking, the closure of any multi-lane roadway or any roadway with a legal speed limit over 25 miles per hour will require the assistance of the Traffic Control Division. Any overtime costs with this requirement will be the responsibility of the applicant.



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