

## **Festival Permit Instructions, Guidelines and Requirements**

Festival Traffic Control Permit, if issued pursuant to Code of General Ordinances 70-39, authorizes Applicant to close specified portions of streets, using city approved traffic control devices (including barricades, cones, drums, and traffic signs) in accordance with a City approved traffic control and detour plan (to be uploaded by the applicant), denying access to through-traffic for the purpose of conducting a festival. All traffic control shall comply with Chapter VI of the Manual on Uniform Traffic Control Devices (MUTCD). A copy of the MUTCD is available for viewing at the Public Works offices, 5<sup>th</sup> Floor, City Hall.

### **Instructions:**

1. No later than 30 working days in advance of the event, submit completed online Application form with details of your proposed traffic control and detour plan including uploaded drawings as required.
2. Upon request by the applicant, The Department of Public Works will prepare a plan an applicant shall pay the City a nonrefundable fee in the amount of the direct costs and overhead incurred by the Department of Public Works as determined by the Director. In no event shall the fee be less than \$150.
3. No later than 30 working days in advance of the event, for festivals on a Boulevard or Parkway, Applicant shall contact Parks Department to obtain written permission for the event.
4. No later than 15 days in advance of the event, for festivals on a Boulevard or Parkway, Applicant shall submit written proof of permission for the event from the Parks Department.
5. No later than 10 days in advance of the event, Applicant must upload written certification stating that the Applicant has notified in writing all adjacent property owners or property managers of the following: 1) name of the event, 2) the name of the sponsor organization including mailing address and telephone number, 3) the dates, starting times, ending times, and types of activities of the event, and 4) the purpose of the event. Applicant shall
6. No later than 10 days in advance of the event, Applicant must upload copies of Petition for Street Closure Festival Form completed and signed by all property managers/property owners, residents, businesses adjacent to the proposed festival.
7. Upon approval of the permit by Capital Projects Division, an applicant or his authorized agent shall pay for the Traffic control Permit for the festival. The fee for the application is \$75.00 non-refundable plus the traffic control fee. If the City does the traffic control plan, an additional fee will be charged. All fees are payable by check to the "City Treasurer", or by credit card.
8. If applicant is inexperienced in providing the required traffic control, applicant should use an experienced traffic control contractor.

### **Guidelines and Requirements:**

- Applicant is a responsible individual authorized to act on behalf of the sponsoring organization(s).
- Applicant has read and will comply with the requirement of these instructions for Application for Traffic Control Permits.
- Applicant is responsible for providing, installing maintaining and removing all traffic control devices (including barricades and traffic signs) required to block off the street portion specified during the hours specified on the permit in accordance with the city approved traffic control and detour plan, using the City approved traffic control devices.
- Access will be granted to authorized emergency vehicles and property within the blocked off area.
- Applicant and all participants will comply with City Ordinances governing noise, liquor, and fireworks.
- Applicant is responsible for clean-up before the permit expires. Failure to clean-up adequately after the event will jeopardize future permits.
- Applicant or a designated representative must have a valid traffic control Permit on-site during the event and present it upon request to any police officer, city official, or member of the public.
- Applicant must comply with all City Ordinances, State laws and Federal laws.