



CITY OF KANSAS CITY, MISSOURI
Public Works Department, Capital Projects Division
5th Floor, City Hall, 414 East 12th Street
Kansas City, MO 64106 Tel: (816) 513-2646 Fax: (816) 513-2715

PETITION FOR STREET CLOSURE-FESTIVAL

APPLICANT	Name		Title
Event Name:			
Event Dates & Times:			
Street portions to be closed			

Complete the details and then have all adjacent property & business owners/managers complete the petition below. Make copies of the form as needed.

Print Name	Address	Telephone	Signature	Date Signed	In Favor ?
1					Yes No
2					Yes No
3					Yes No
4					Yes No
5					Yes No
6					Yes No
7					Yes No
8					Yes No
9					Yes No
10					Yes No
11					Yes No
12					Yes No
13					Yes No
14					Yes No
15					Yes No
16					Yes No
17					Yes No
18					Yes No
19					Yes No
20					Yes No

RETURN THIS PETITION TO 5TH FLOOR, CITY HALL NO LATER THAN TEN (10) DAYS BEFORE THE EVENT.



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APPLICATION FOR TRAFFIC CONTROL PERMIT - FESTIVAL

**BEFORE COMPLETING THIS FORM READ THE "INSTRUCTIONS FOR APPLICATIONS
FOR TRAFFIC CONTROL PERMIT - FESTIVAL" ON PAGE 1 OF 3.**

APPLICANT	Name		Title
SPONSOR ORGANIZATION	Name		Title
	Mailing Address:		
	Tel. No.		Fax No.
Event Name:			
Event Dates & Times			
Street Portions To Be Used/ Closed, Including Lane Usage, Sidewalks, & Alleys:			
Description of Activities to be Held during Event			
Maximum Expected Crowd Size			
Traffic Control Contractor (if any)			

CERTIFICATION BY APPLICANT:

I certify that I am to act on behalf of the sponsoring organizations for the proposed event and that the information submitted in connection with this Application is accurate and complete to the best of my knowledge. I also certify that I have read, understood and comply with the requirements of the accompanying form entitled " Instructions for Application for Traffic Control Permit - Festival" on Page 1 of 3. I understand that failure to comply with any of the requirements, or any lie or omission of any material fact, will render my Traffic Control Permit void, if issued. The sponsoring organization and I will hold the City of Kansas City, Missouri harmless from any liability resulting from this event. I understand that the traffic control permit, if issued, does NOT entitle me to violate any noise, liquor, fireworks, or other City ordinance, regulation, or law. I will undertake to clean up the street and return it to use within the permitted time.

Print Name of Applicant: _____ Tel. No. _____ Fax No. _____

Signature of Applicant: _____ Date: _____

ATTACH A COPY OF YOUR PROPOSED TRAFFIC CONTROL AND DETOUR PLAN TO THIS APPLICATION

Capital Projects Division, - 7/31/2013

INSTRUCTIONS FOR APPLICATION FOR TRAFFIC CONTROL PERMIT - 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 submitted 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 5th Floor, City Hall.

APPLICATION REQUIREMENTS:

1. Applicant must be a responsible individual authorized to act on behalf of the sponsoring organization(s).
2. Applicant must read and comply with the requirement of these Instructions For Application For Traffic Control Permits - Festival, and complete and sign the Festival - Application For Traffic Control Permit for (on Page 2 of 3).
3. No later than 30 working days in advance of the event, fax and mail to the above address, for review, your signed, completed, original Application form, with details of your proposed traffic control and detour plan (including drawings as necessary). If applicant does not provide a traffic control plan, upon request by the applicant, the Department of Public Works will prepare a plan and 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 will such fee be less than \$150.00.
4. No later than 30 working days in advance of the event, for festivals on Boulevard or Parkways, Applicant shall contact Parks & Recreation Department at (816) 513-7635 to obtain their written permission for the event.
5. No later than 15 working days in advance of the event, for festivals on Boulevard or Parkways, Applicant shall submit written proof of permission for the event from the Parks & Recreation Department.
6. No later than 10 working days in advance of the event Applicant shall submit to 5th Floor of City Hall West a written certification stating that the Applicant has notified in writing all adjacent property owners or property managers of the following: (1) the 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 submit a copy of the letter of notification with the certification.
7. No later than 10 working days in advance of the event Applicant shall return to 5th Floor City Hall West original copies of the attached Festival - Petition For Street Closure form (on Page 3 of 3) completed and signed by all property managers/ property owners, residents, and businesses adjacent to the proposed festival. Photocopies of the blank form may be made if additional forms are required for the signatures.
8. Upon approval of the permit application by Capital Projects Division, Applicant or his/her authorized agent shall come in person to the Capital Projects Division at the 5th Floor, City Hall, to sign and pay for the Traffic Control Permit for the festival. The fee for the application is \$75.00 nonrefundable 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", cash or credit card. Checks and credit cards are preferred although small amounts of cash may be accepted.
9. If Applicant is inexperienced in providing the required traffic control, Applicant should use an experienced traffic control contractor for traffic control.

REQUIREMENTS FOR CONDUCT OF THE EVENT:

1. 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.
2. Access must be granted to authorized emergency vehicles and property within the blocked off area.
3. Applicant and participants must comply with City Ordinances governing noise, liquor, and fireworks. Traffic Control Permits for festivals do not authorize activities with respect to City Ordinances governing noise, liquor, and fireworks. Please, contact the Health Department (816) 513-6313 and Finance Departments (816) 513-1212 concerning noise and liquor, respectively.
4. Applicant is responsible for clean-up before the permit expires. Failure to clean-up adequately after the event will jeopardize future permits.
5. 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.
6. Applicant must comply with all City Ordinances, State laws and Federal laws.