

STREET CLOSING PERMIT APPLICATION

CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY FOR
STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS

EVENT: Not So Normal 5K

EVENT SPONSOR: www.MomInChapelHillNC.com, Fleet Feet, O2 Fitness, and 300 East Main

IS THE SPONSOR A: NON-PROFIT FOR PROFIT OTHER: _____

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT: The Not So Normal 5K is not a timed race, it is a family fun run. The event is part of a festival that is being held at 300 East Main St. on Sunday morning.

EVENT COORDINATOR INFO:

NAME: Jay Radford

ADDRESS: 109 Eagle Rock Ct Chapel Hill, NC 27516

TELEPHONE NUMBER: 919-370-7828

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: 09/14/2014 Time Period: From: 7:30 am

RAIN DATE: None To: 9:30 am

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: 1,200 including volunteers and non-runners

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES NO
(traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, specify;

Public Works and Police to control traffic at intersections as needed.

ATTACH A SKETCH SHOWING:

- *Area where event is to take place*
- *Any streets to be closed or obstructed*
- *Any barriers or traffic control devices to be erected*
- *Location of any concession stand, booth or other temporary structures*
- *Location of proposed fences stands, platforms, stages, benches or bleachers*

OTHER INFORMATION:

INSURANCE INFORMATION: Required policy will be obtained 30-days prior to the event.

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

The APPLICANT is responsible for notifying Central Communications (911):

- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
- *on the day of the closing, prior to the actual closing of the street (dialing 911)*
- *on the day of the closing, when the street is re-opened (dialing 911)*

NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications and the applicant must speak with the Public Works Department about requesting this public hearing. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement.**

Any other notification of the public of this event will be the Applicant’s responsibility.

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the APPLICANT the following at least five days prior to the Public Hearing:

- names of all property owners notified
- copy of the notification
- method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE: Streets will be cleared of all signage and cones by 12:00 PM

FEES: \$ 60.00 application fee plus 100% of the cost of the Public Hearing advertisement
 Application fee must accompany the submittal of this application