



TOWN OF CARRBORO • NC

TEMPORARY STREET CLOSING

**TOWN OF CARRBORO
POLICY**

NOVEMBER 18, 2025

Temporary Street Closing Policy

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Temporary Street Closing Policy

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Glossary of Terms

ADA (Americans with Disabilities Act): Federal law that requires public facilities and events to provide equal access to individuals with disabilities, including accessible parking, restrooms, and routes.

Application Deadline: The minimum advance time required for submitting a permit application. For temporary street closures the application deadline is **120 days prior to the event.**

Bicycle Race: A moving event in which participants compete on bicycles along a specified course. Bicycle races must comply with North Carolina General Statute § 20-171.2 and all applicable safety and traffic control requirements.

Carnival: A public or community event featuring amusement rides, games, food vendors, and entertainment, usually confined to a specific area or block.

Community Event Pre-Application: An initial application submitted by organizers to determine whether an event is eligible for a temporary street closure and to facilitate early feedback.

Crowd Manager: An individual who has successfully completed the state-approved training course and is certified to oversee crowd safety and emergency preparedness at large events, in accordance with North Carolina Fire Prevention Code Section 403.11.3.

Detour: A temporary route established to redirect traffic around a closed street during an event.

Emergency Egress / Evacuation Routes: Designated pathways that must remain clear to allow emergency vehicles and personnel to access the event site and to allow safe evacuation of attendees.

Event Organizer / Sponsor: The individual, group, or organization responsible for planning, executing, and ensuring compliance with all Town requirements for a temporary street closing event.

Festival: A public or community event, typically held in a fixed location, that celebrates a particular theme, culture, or interest.

Fire Protection Access Point: Any designated location or pathway that provides emergency personnel direct access to fire suppression systems, equipment, or areas requiring protection during an incident.

Indemnification Agreement: A signed agreement in which the event organizer releases the Town of Carrboro from liability arising from the event.

Moving Event: An event that progresses along a route, such as a parade, race, or walk, and typically requires traffic control measures along the entire route.

Notification Affidavit: A signed document submitted by the event organizer certifying that all affected property owners and businesses have been notified in accordance with Town requirements.

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NCDOT Roads: Roads maintained by the North Carolina Department of Transportation. Approval from NCDOT is required before the Town can permit any closure on these roads.

North Carolina Fire Prevention Code Section 403.11.3: A provision within the state fire code that mandates the presence of certified Crowd Managers at events anticipating attendance of 1,000 or more individuals, with a minimum ratio of one Crowd Manager per 250 attendees.

North Carolina Office of State Fire Marshal (OSFM): The state agency responsible for administering fire safety regulations, training programs, and certifications, including the Crowd Manager Training Course.

Parade: A moving event in which participants (on foot, in vehicles, or floats) travel along a designated route for ceremonial, celebratory, or community purposes. Parades must comply with applicable Town, County, and State regulations.

Public Notification: The process of informing affected property owners, businesses, and the general public about the street closure, including approved marketing materials, letters, and posted signage.

Public Safety Officials: Designated representatives from the Town's police, fire, and emergency services departments who evaluate and ensure the safety and security of public events.

Public Works Department: Carrboro's department responsible for overseeing infrastructure, maintenance, and logistical support related to public spaces, including streets and sidewalks.

Safety Plan / Traffic Control Plan: A detailed plan showing street closures, barricade placement, signage, emergency lanes, and other measures to ensure the safety of participants, the public, and emergency services.

Sanitation / Waste Management: Measures implemented by the event organizer to provide trash, recycling, and proper disposal of hazardous or cooking waste, and to ensure the event site is returned to its original condition.

Site Map / Route Map: A detailed visual representation of the event area, including street closures, emergency lanes, amenities, vendor areas, and traffic control measures.

Special Events Committee: The Town committee responsible for reviewing, approving, and monitoring temporary street closure events, including site plans, notifications, and compliance with Town regulations.

Static Event: An event that occurs in a fixed location, generally limited to one block, and does not involve moving along streets or intersections. Examples include block parties and neighborhood festivals.

Temporary Street Closing: The official restriction of travel lanes, bicycle lanes, sidewalks, parking areas, or other public rights-of-way for a limited duration to accommodate an event.

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Temporary Street Closing Permit Application: The formal application submitted by the organizer requesting approval for a street closure, including required maps, traffic plans, insurance, and notifications.

Town-recognized Holidays: A calendar date officially designated by the Town of Carrboro as a holiday for municipal operations, during which special staffing provisions and compensation policies apply. Carrboro Town holidays are New Year's Days, Dr. Martin Luther King, Jr. Day, Easter Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving (2 days), and Christmas (3 days).

Traffic Control Company / Personnel: Licensed individuals or firms responsible for implementing traffic control measures, such as barricades and signage, as required by NC General Statute § 20-114.1.

Waste Containers / Roll-out Waste Containers: Containers used to collect trash, recycling, and other waste materials during an event. The Town may provide a limited number for use.



Temporary Street Closing Policy

This policy outlines the process and requirements for temporary street closures in the Town of Carrboro for special events. It is intended to guide event sponsors through the application process, ensure public safety, minimize disruptions, and maintain accessibility and sustainability standards.

1. Overview

Temporary street closures involve the restriction of travel lanes, bicycle lanes, sidewalks, parking areas, and other public rights-of-way. These closures must be approved by the Town and, in some cases, the State of North Carolina. Multiple departments may be involved in the review process to ensure that closures are safe, accessible, and minimally disruptive to the public.

2. Event Types

The Town recognizes several types of events that may require temporary street closures:

- **Static Events:** Events that occur in a fixed location, generally limited to one block and not involving intersections. Examples include block parties, neighborhood festivals, and carnivals.
- **Moving Events:** Events that progress along a designated route, such as parades, races, or walks. Moving events typically require more extensive traffic control and public safety planning.

Additional regulations may apply depending on the type of event:

- **Bicycle Races:** Must comply with North Carolina General Statute § 20-171.2 regarding race safety and traffic regulations.

Parades or Similar Moving Events Involving Motor Vehicles: Must comply with North Carolina General Statute § 14-277.2 governing weapons and conduct at parades.

These requirements are in addition to all other applicable Town of Carrboro, Orange County, State of North Carolina, and federal regulations governing temporary street closures.

3. Application Process and Deadlines

Event organizers must first submit a Community Event Pre-Application for review. Once this has been approved, the organizer may submit a Temporary Street Closing Permit Application.

Temporary Street Closing Applications must be submitted at least 120 days prior to the event.

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4. Approved Days and Times for Closures

Street closures are generally permitted only on weekends and Town-recognized holidays. However, special requests for closures outside these general days may be considered on a case-by-case basis, subject to approval.

5. Event Layout and Traffic Plans

All temporary street closing applications must include a detailed site map or route map showing the exact location, layout, and traffic control plan for the event. For moving events, such as races or parades, organizers are encouraged to use greenways whenever possible. All routes are subject to review and approval by the Special Events Committee.

The site plan must clearly show:

- All proposed street closures and detours
- Emergency egress and evacuation routes (including a 20-foot emergency lane)
- Locations of barricades, signage, tents, restrooms, waste containers, and vendor areas
- Any temporary parking restrictions

Sidewalks, greenways, and multi-use paths must remain clear unless specifically included in the street closure permit. Temporary parking restrictions must be posted 24 hours in advance.

Fire hydrants and other designated fire protection access points shall always remain unobstructed and fully accessible.

The Special Events Committee reserves the right to modify the proposed event route and associated traffic control measures.

6. Use of NCDOT Roads

The Town cannot authorize the closure of roads that are part of the North Carolina Department of Transportation (NCDOT) system. Event organizers must obtain approval from NCDOT before the Town can finalize its own permitting process.

NCDOT maintained roadways in the Town of Carrboro:

- East Main Street
- Estes Drive
- Franklin Street
- Hillsborough Road
- Homestead Road
- Jones Ferry Road
- NC-54
- NC-54 Bypass
- North Greensboro Street
- Old Fayetteville Road
- Old NC 86
- Public Works Drive
- Rogers Road
- South Greensboro Street
- Strowd Lane
- University Lake Road
- West Main Street

Event Sponsors should submit the [NCDOT Special Event Request Form](#) to [NCDOT Division 7 District 1](#). For questions, please contact NCDOT District 7 Division 1 directly by calling (336) 570-6833.

Temporary Street Closing Policy

7. Accessibility / Americans with Disabilities Act (ADA)

Under the Americans with Disabilities Act (ADA), any public event must provide equal access to individuals with disabilities. Event organizers must ensure compliance with the Americans with Disabilities Act (ADA) by providing:

- ADA-accessible parking if existing accessible spaces are impacted or if temporary parking is offered.
- At least one ADA-compliant portable toilet where portable restroom facilities are provided.
- Accessible routes connecting parking, restrooms, and event areas.

8. Parking and Transportation

A comprehensive Parking and Transportation Plan is required for all events. This plan must ensure safe access for attendees, participants, vendors, and emergency services. The plan should address traffic congestion, pedestrian access, and alternative transportation options such as public transit, biking, or carpooling.

Use of private parking areas, such as shopping center lots, requires written permission from the property owner or their authorized agent. Public parking may not be reserved or monetized. Promotional materials must include accurate information about parking availability.

9. Public Notification

All event-related marketing materials and signage must comply with the Town's sign ordinance and must receive prior approval from the Special Events Committee before distribution or display.

Upon approval of a street closing event, organizers are required to notify all affected property owners and businesses no later than forty-five (45) days prior to the event. All notification letters must be pre-approved by the Special Events Committee before being sent. Notifications may be delivered via mail, hand-delivery, or email. For reference see Attachment A: Sample Public Notification Letter.

A copy of the approved notification letter, along with a signed Notification Affidavit, must be submitted to the Town no later than thirty (30) days prior to the event. See Attachment B: Notification Affidavit.

In addition, street closure signs must be posted at all affected locations no later than seven (7) days prior to the event.

Organizers must also submit their event for inclusion on the Town of Carrboro's Community Events Calendar, available on the Town website. For assistance with this process, please contact the Communications and Engagement Department at (919) 918-7314.

10. Safety and Emergency Services

Organizers are responsible for developing and implementing a traffic control plan. Traffic control must be provided by either Town personnel or a professional traffic control company licensed under NC General Statute § 20-114.1. Associated costs for staffing (Police, Fire, Public Works) will be billed to the event sponsor.

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An Emergency Action Plan must be submitted and will be reviewed with the event organizer sixty (60) days prior to the event. Depending on the size and characteristics of the event, the Town may require the presence of on-site emergency medical services (EMS), such as support from South Orange Rescue Squad.

In accordance with North Carolina Fire Prevention Code Section 403.11.3, events expecting more than 1,000 attendees must provide certified Crowd Managers. A minimum of one (1) Crowd Manager is required for every 250 attendees. Certification may be obtained by completing the official Crowd Manager Training Course offered by the North Carolina Office of State Fire Marshal (OSFM), based on the 2024 Fire Code. The online course provides a Certificate of Completion, which serves as proof of compliance with state law. Organizers and volunteers may access the training course here:

<https://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager>. Upon certification, organizers must submit the names and certificates of all Crowd Managers to the Town.

11. Notification of Central Communications (911):

The **Event Organizer** is responsible for notifying Central Communications (911):

- on the day of closing, prior to the actual closing of the street (dialing 911)
- on the day of closing, when the street is re-opened (dialing 911)

12. Sanitation and Sustainability

Organizers are required to manage litter and waste during and after the event. This includes providing:

- Adequate trash and recycling containers
- Personnel or volunteers to handle litter throughout the event
- Proper disposal plans for cooking grease and similar waste

The Town may provide up to five roll-out waste containers. Any hazardous waste disposal violations will be subject to penalties under the North Carolina Fire Prevention Code. The event site must be returned to its original condition.

[Orange County Solid Waste](#) provides support with recycling and waste diversion planning for events. Organizers may contact their office at (919) 968-2788 for assistance with implementing recycling initiatives.

13. Post-Event Cleanup

Organizers are required to clean up all debris and signage immediately following the event. If the Town must perform additional cleaning, the organizer will be charged the full cost of staff time and materials.

Temporary Street Closing Policy

14. Insurance Requirements

Event organizers must provide a Certificate of Insurance for General Liability Insurance in the amount of \$5,000,000 naming the Town of Carrboro, 301 W. Main St., Carrboro, NC 27510 as an Additional Insured.

The Town may require higher limits depending on the size and nature of the event.

15. Holiday Staffing Rates

Events scheduled on Town-recognized holidays that require traffic control support will incur staffing costs at applicable holiday rates. These rates will be confirmed with the organizer during the event review process.

16. Weather and Cancellation

The event sponsor is responsible for monitoring weather conditions and determining whether to cancel due to inclement weather. The Town reserves the right to cancel any event in the interest of public health and safety.

Sponsors may cancel their event without penalty if they provide at least 24 hours' written notice. If less than 24 hours' notice is given, the organizer will be responsible for a four-hour minimum pay for Police and Public Works staff scheduled to work on the event.

17. Permit Approval Standards

The Town of Carrboro reserves the right to deny a Street Closure Permit under any of the following circumstances:

- The event requires too many Town employees or compromises public safety
- The event creates a hardship on staff and resources capacity
- It obstructs emergency vehicle access
- Required permits or licenses have not been obtained
- The event would create undue hardship on nearby property owners
- The event would cause unreasonable traffic disruption
- The applicant has failed to meet the conditions of this policy or any other Town ordinance

18. Permit Approval Authorities

All street closing permits are subject to final approval by the Town of Carrboro's Public Works Department and Public Safety officials. Approval is contingent upon a thorough review of the event's site plan, traffic control measures, and compliance with applicable safety and operational standards.

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19. Revocation of Permit

The Town reserves the right to revoke a Street Closure Permit if any condition of this policy, the Town Code, or the Community Event Pre-Application, is violated.

20. Indemnification Agreement

All applicants must sign an indemnification agreement releasing the Town of Carrboro from liability arising from the event. This agreement is included with the permit application. See Attachment C: Temporary Street Closing Permit Application.

Attachments

- Attachment A: Sample Public Notification Letter
- Attachment B: Notification Affidavit
- Attachment C: Temporary Street Closing Permit Application

Effective Date: November 10, 2025

Approved by: Patrice Y. Toney
Patrice Y. Toney, Town Manager

Temporary Street Closing Policy

Attachment A: Sample Public Notification Letter

Temporary Street Closing Policy

[Date]

[Property Owner / Business Name]

[Street Address]

[City, State, ZIP]

Dear [Property Owner / Business Owner],

We are writing to inform you that the Town of Carrboro has granted approval for a temporary street closing for the following event:

- **Event Name:** [Insert Event Name]
- **Date:** [Insert Date]
- **Time:** [Insert Start and End Time]
- **Street(s) Affected:** [List specific streets or blocks]
- **Event Type:** [Walk / Run / Festival]
- **Organizer Contact Information:** [Name, Phone Number, Email Address]

This event has been reviewed and approved in accordance with the Town of Carrboro's Temporary Street Closing Policy. As part of this process, we are required to provide advance notice to all property owners and businesses that may be affected.

The street closure is necessary to ensure the safety of participants, spectators, and the public during this event. Temporary parking restrictions may be posted 24 hours before the event. Access for emergency vehicles will remain open at all times, and ADA-compliant pedestrian access will be maintained wherever possible.

If you have any questions or concerns, please feel free to contact [Organizer's Name] at [phone/email] or reach out to the Town of Carrboro Special Events Committee at [Town contact email/phone].

Thank you for your attention and support.

Sincerely,

[Organizer's Name]

[Title]

[Organization / Sponsoring Group]

[Phone] | [Email]

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Attachment B: Notification Affidavit



Notification Affidavit
(For Temporary Street Closing Events)

Event Name: _____

Event Date(s): _____

Organizer / Sponsoring Organization: _____

Affidavit of Notification

I, the undersigned, hereby certify that I am the authorized representative of the above-listed event and that I have complied with the Town of Carrboro's **Temporary Street Closing Policy** by:

1. **Notifying all affected property owners and businesses** within the designated event area **no later than forty-five (45) days prior** to the scheduled event date(s).
2. Delivering notifications via the approved method(s) — [] mail, [] hand-delivery, [] email — as authorized by the Special Events Committee.

I affirm that the attached copy of the notification letter represents the exact version approved by the Special Events Committee and was provided to all affected parties as required.

Certification

I certify under penalty of perjury that the information provided above is true and accurate to the best of my knowledge.

Organizer / Applicant Name (Printed): _____

Signature: _____

Date: _____

For Town Use Only

- **Reviewed by:** _____
- **Date Received:** _____
- **Approved by:** _____

Temporary Street Closing Policy

Attachment C: Temporary Street Closing Permit Application



Temporary Street Closing Permit Application

1. Applicant and Sponsoring Organization Information:

Sponsoring Organization Name: _____

Type of Organization: Non-Profit For Profit Other: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Event Coordinator's Name(s): _____

Telephone: _____ Email: _____

Day of Event Contact Name: _____

Telephone: _____ Email: _____

2. Event Information

Event Name: _____

Event Website: _____

Type of Event: (please check all that apply)

Block Party Festival Run/Walk Other: _____

Is the Event Open to the General Public? Yes No

Estimated Attendance: _____

Purpose of Event: _____

Temporary Street Closing Policy (Temporary Street Closing Permit Application page 2)

Event Date(s): _____ **Inclement Weather/Rain Date:** _____

Event Time Period: From: _____ **To:** _____

Event Set-Up Time: From: _____ **To:** _____

Event Clean-Up Time: From: _____ **To:** _____

Event Location(s): (Please list streets to be closed) _____

Please attach a detailed site map or route plan.

Parking and Transportation:

Will the event utilize private parking areas, such as a school or shopping center lot? Yes No

Traffic Control:

Will the event need the Town to provide traffic control? Yes No

Additional Information about the event: _____

3. Hold Harmless / Indemnification Agreement

The Applicant has requested permission from the **Town of Carrboro** to host an event, which involves the **temporary closure of public rights-of-way** or other Town property.

In consideration of such permission, the **Applicant** hereby fully **releases and discharges** the **Town of Carrboro**, its elected officials, officers, employees, agents, and volunteers from any and all claims, demands, actions, liabilities, damages, losses, costs, and expenses — including but not limited to those involving **personal injury, death, or property damage** — which may arise or may be alleged to have arisen out of, or in connection with, the Applicant's event.

The **Applicant** further agrees to **indemnify, defend, and hold harmless** the Town of Carrboro, its elected officials, officers, employees, agents, and volunteers from and against **any and all claims, liabilities, damages, or losses** — including those asserted by third parties or members of the public — which may arise or may be alleged to have arisen out of, or in connection with, the Applicant's event, its preparation, execution, cleanup, or any related activity.

Temporary Street Closing Policy (Temporary Street Closing Permit Application page 3)

In addition, the Applicant agrees to maintain, at its sole cost, insurance coverage that meets or exceeds the Town's **minimum insurance requirements** as outlined in the **Temporary Street Closing Policy**. The **Town of Carrboro** must be listed as an **Additional Insured** on all applicable insurance policies. The Certificate(s) of Insurance must be submitted at least **30 days prior to the event** and approved by the Town's Special Events Committee.

By signing below, the Applicant acknowledges that they have read, understood, and agreed to abide by the **Temporary Street Closing Policy** and this **Hold Harmless / Indemnification Agreement** as a condition of receiving a Temporary Street Closing Permit.

Applicant's Signature

Date

FEE: \$100.00 application fee. Application fee must accompany the submittal of this application.

| For Town Use Only | | |
|--|-----------------------|----------------------|
| | <u>Date completed</u> | <u>Completed By</u> |
| Permit Application and Fee Received | <input type="text"/> | <input type="text"/> |
| Preliminary Permit Approved | <input type="text"/> | <input type="text"/> |
| Insurance Certificate | <input type="text"/> | <input type="text"/> |
| Public Notification | <input type="text"/> | <input type="text"/> |
| NC DOT Approval (if applicable) | <input type="text"/> | <input type="text"/> |
| Crowd Manager Certification (if applicable) | <input type="text"/> | <input type="text"/> |
| Private Parking Permission (if applicable) | <input type="text"/> | <input type="text"/> |
| Street Signs Posted | <input type="text"/> | <input type="text"/> |
| Notify OC EMS (5 days prior to event) | <input type="text"/> | <input type="text"/> |
| Chapel Hill Transit Notified (if applicable) | <input type="text"/> | <input type="text"/> |