

STREET CLOSING PERMIT APPLICATION

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

EVENT: _____

EVENT SPONSOR: _____

IS THE SPONSOR A: _____NON-PROFIT _____FOR PROFIT _____OTHER:_____

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:

EVENT COORDINATOR INFO:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: _____ Time Period: From: _____

RAIN DATE: _____ To: _____

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: _____

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

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: _____

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: _____

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

Event / Street Closing Checklist:

	Date Completed	Initialed By
Permit Application and Fee Received	[_____]	[_____]
Staff Review (See attached notes if applicable)	[_____]	[_____]
Insurance Certificate if required	[_____]	[_____]
Request to Board to set a Public Hearing	[_____]	[_____]
Advertisement of Public Hearing (Town places advertisement and applicant reimburses Town 100% of the advertising costs)	[_____]	[_____]
Abutting Property Owner notified of Public Hearing (Notification must be certified to the Public Works Dept. in the manner described above)	[_____]	[_____]
Public Hearing	[_____]	[_____]