

Street Closure Request Form  
(Non-Construction Related Requests Only)

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Location Requested  
(include map):** \_\_\_\_\_

**Date of Use of Closure:  
(day/time)** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

The applicant is responsible for securing signatures of the property owners and tenants abutting the proposed closure or use indicating no objection to the requested use/closure. Attach a separate sheet if necessary.

<u>Property Owner/Tenant Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**I understand that this request is granted subject to the following conditions:**

The sidewalk/street will not be used or blocked in such a manner that a safety hazard would occur or that an obstruction will be created that would unreasonably interfere with police, fire, or health of the city. Further, there will be no solicitation in the street, crosswalk or intersection and that violation of the above conditions will cause this permit to be rescinded. Fire department access shall be maintained by providing a minimum 20' wide unobstructed roadway width. **Exception: Parades**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Date Application Received: \_\_\_\_\_

CCA Board: \_\_\_\_\_

Permit Approved:

\_\_\_\_\_  
Bill Watkins, City Manager

\_\_\_\_\_  
Date

**PLEASE READ ORDINANCE INFORMATION AS FOLLOWS**

## **SECTION 24-71. REQUIRED; APPLICATION; CONDITIONS FOR ISSUANCE.**

- (a) Whenever any person shall desire to temporarily block a portion of any public street or sidewalk for any purpose other than the collection of signatures on a petition or the dissemination of information, and whether or not such use shall require the closure of such street or sidewalk, such person shall make application on a form to be supplied by the city to the City Manager not less than ten (10) days prior to the next City Council meeting preceding the date the person shall desire to use such street or sidewalk. The City Manager may issue a permit to such person to use a portion of such street or sidewalk to such extent and for such time as the City Manager shall find to be reasonable necessary, provided that the City Manager shall find that the following conditions exist:
- (1) No safety hazard will be created as determined by the director of public works or his designate, and
  - (1) No obstruction will be created that would unreasonably interfere with police, fire or health protection of the city, and
  - (1) No unreasonable interference with the normal uses of the abutting property will be created.
- (a) The person making an application to the City Manager shall, as a part of the application, present evidence that all users or owners or occupants of property abutting the area to be used have been notified of the use, the dates and time of such use and their right to protest under this section.

## **Sec. 24-72. Appeals; hearings before Council.**

1. Any person aggrieved by a denial of a permit by the City Manager may file an appeal within five (5) days following such denial with the City Council to be acted upon at the next regular Council meeting after said appeal is filed. The City Council shall use the standards set out in section 24-71 in making its determination whether to uphold or reverse the City Manager's denial of the permit.
1. Any user, occupant or owner of property within the same general area of, or abutting the portion of the street or sidewalk to be used may either file a written protest or appeal before the City Council to register such a protest, and the City Council shall also consider such protest in making its determination whether to uphold or reverse the City Manager.

**Each application which shall request the closure of a street or sidewalk in the downtown area of the city shall be referred to the City Council for action thereon.** For purposes of this provision, the downtown area of the city shall be defined as an area bounded on the north by Park Avenue, on the east by College Avenue, on the south by Elm Street, and on the west by Providence Road. The Council shall use the standards set forth in section 24-71 in its consideration of such request.