

## APPLICATION FOR STREET CLOSING PERMIT AS PART OF A SPECIAL EVENT

The undersigned requests that a street closing permit be approved for the following activity:

Activity: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Phone: Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Locations: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time Requested for Street Closure: \_\_\_\_\_

We agree to meet the following guidelines and assurances established by the City of Norman for the approval of street closings:

1. To be considered, the "Application for Street Closing Permit" must be submitted at least two (2) weeks prior to the proposed event.
2. A small (8 ½" x 11") map must be provided showing location of the proposed street closing and the desired placement of barricades.
3. If applicable, a noise variance should be obtained from the Police Department and submitted with this application.
4. The approving signatures of 75% of the affected persons in a commercial district must be obtained. For residential areas, the approving signatures of 90% of the affected persons must be obtained. The signatures must be affixed to a document which clearly sets forth the nature of the event planned. (If the request is for Main Street between Jones and Porter or the Campus Corner area, a contact list will be provided by the City.)
5. Applicant must provide litter and trash pickup following the event, both within and without the closed area, if debris is scattered as a result of the event.
6. The proposed closure shall not interfere with any other scheduled event or pose any public safety threat.
7. The discretion of whether the Traffic Control Division will place and remove devices rests solely with the Public Works Department. Generally speaking, the closure of any multi-lane roadway or any roadway with a legal speed limit of over 25 miles per hour will require the assistance of the Traffic Control Division to either provide the placement and removal of those devices or to approve a required traffic control plan submitted by a private certified traffic control company that will provide the necessary service. Any overtime costs associated with this requirement will be the responsibility of the applicant.

8. For those situations where the applicant is permitted to close the roadway, the applicant shall use City standard retro-reflective barricades as specified by the Traffic Control Division. Arrangements to pick up and return barricades is the responsibility of the applicant and must be made prior to the scheduled event by contacting the Traffic Control Division located at 1311 DaVinci Street, (405) 329-0528, Monday through Friday, 8:00 a.m. to 5:00 p.m. - Arrangements may be addressed for the Traffic Control Division to deliver and pickup barricades for a fee.
9. Barricade locations shall be monitored by the applicant and only vehicles having legitimate need to pass through the area shall be allowed to do so.
10. For those situations where the applicant is permitted to close the roadway, no street shall be barricaded past the time designated on the permit.
11. Applicants will be responsible to the City to assure each of the guidelines are met.
12. The applicant may be required to provide the City evidence of an insurance policy taken out by the applicant which would indemnify the City of Norman against all damages or liability claims arising from the event.
13. The applicant shall be required to reimburse the City of Norman for any extraordinary costs incurred by the City such as overtime pay for personnel, special cleanup, etc.
14. If the application is approved, all residents and/or property owners, businesses, and places of assembly abutting the closed area, including side streets, must be notified of the closure.

Documents required in paragraphs 2, 3, 4, and 13 shall be attached to this application.

\_\_\_\_\_  
APPLICANT

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
TRAFFIC CONTROL DIVISION

APPROVED ( ) DISAPPROVED ( )

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
NORMAN POLICE DEPARTMENT

FEE FOR APPLICATION IS \$25.00 PAID \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_

**PROVIDE APPLICANT WITH A COPY OF THIS PERMIT**

cy: City Clerk  
Patrol Division  
Communications Division  
Traffic Control Division  
Norman Fire Department  
EMSSTAT