

SPECIAL EVENTS

SPECIAL EVENT TEMPORARY STREET CLOSURE & TRAFFIC CONTROL REQUEST FORM

If you wish to request traffic control for a special event, you are required to submit the following information to the Special Events Coordinator at least 30 days before the proposed event. Events that impact other residents/businesses will require written approval from those impacted.

Road Closure Information

Today's Date: _____

Event: _____

Organization: _____

Beginning Time/Date: _____

Ending Time/Date: _____

Event Coordinator: _____

Telephone Number: _____

Email: _____

Have you discussed this closure with affected residents/businesses? Yes No N/A

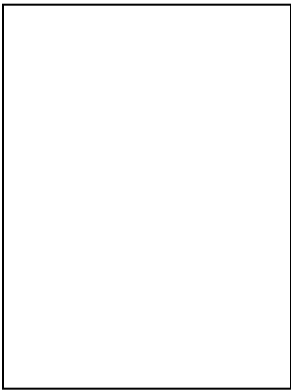
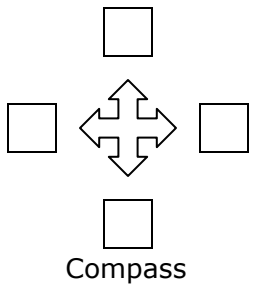
Requested Action

Please provide written confirmation of resident/businesses contacted and method of contact.

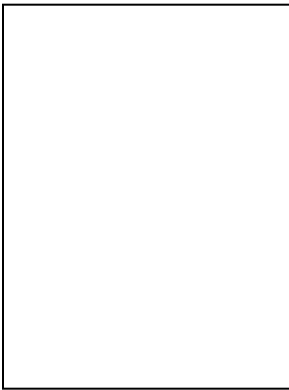
Request for: **Partial Street Closure** **Full Street Closure**

Please describe the requested action below and use map provided to identify closure(s) clearly or attach a written description with a detailed drawing of closure request.

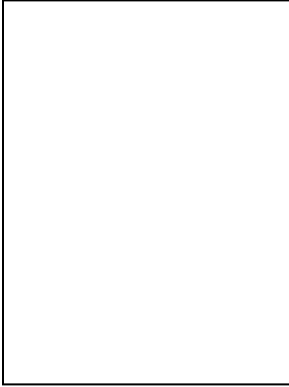
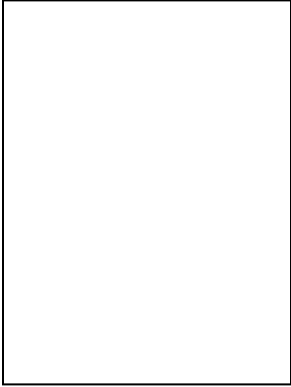
Approvals:	Special Conditions:
Waste Mgmt _____	_____
Police _____	_____
Fire _____	_____
Traffic _____	_____
Transportation _____	_____
City Manager _____	_____



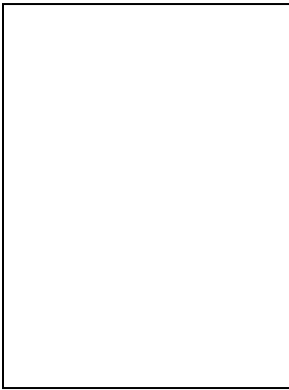
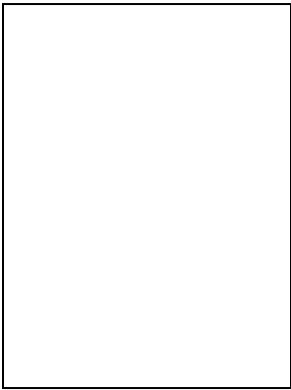
Street Name



Street Name



Street Name



CITY OF STILLWATER
SPECIAL EVENT TEMPORARY STREET CLOSURE
&
TRAFFIC CONTROL REQUEST PROCEDURE

1. Special Event Temporary Street Closure & Traffic Control Request Form submitted to Special Events Coordinator. Requester to provide Special Event Layout Plan including as applicable, stage, vendor, temporary electric drop poles, and written confirmation that all affected businesses and residents have been notified to the planned event.
2. The Special Events Coordinator will forward completed Request to Police, Fire and Traffic for review, comments and approval within 7 calendar days.
3. Upon receipt of input from Police, Fire and Traffic, the Special Events Coordinator will prepare a recommendation to the Transportation Director or will contact the requester to obtain additional information if needed to complete the evaluation and make a recommendation.
4. The Transportation Director will review the Request and the Special Events Coordinator's recommendation within 7 calendar days and provide a recommendation to the City Manager.
5. The City Manager will review the Request, Transportation Director's recommendation within 7 calendar days.
 - a. If the City Manager approves the Request, work will be scheduled to implement the request.
 - b. If the City Manager denies the Request, the Special Events Coordinator will notify the citizen of the denied request and reasons why it was not approved.
6. If the City Manager denies the Request, the City Manager's decision may be appealed to the City Council in writing through the City Engineer. The aggrieved party must submit a written appeal within 10 calendar days after the citizen has been notified that the City Manager decided to uphold the denial of the request.
 - a. The City Council will review the Request and the Transportation Director's recommendation at the next available Council meeting.
 - b. If the City Council overrules the decision to deny, the form will be forwarded to Police, Fire and Traffic for review and approval within 7 calendar days. Upon receipt of approvals from Police, Fire and Traffic, work will be scheduled to implement the request.
 - c. If the City Council upholds the decision to deny, the Special Events Coordinator will notify the citizen in writing of the denied request and reasons why it was not approved.

City of Stillwater Special Event Traffic Management/Parking Request Procedure

