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.

**Event 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?  ᵏ Yes  ᵏ No  ᵏ N/A

**Request for:**  ᵏ Partial Street Closure   ᵏ 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:**  
- Police ________  
- Fire ________  
- Traffic ________  
- Transportation ________  
- City Manager ________  

**Special Conditions:**  

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Please direct all inquiries to:
Special Events Coordinator, 315 8th Ave., Stillwater, OK 74075
Stephanie Kinder | Telephone: 405.533.8435 | Fax: 405.533.8022

Rev 2/22/17
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

Citizen Files Request

Special Events Coordinator Evaluates and Writes a Recommendation
(7 Calendar Days)

City Manager Reviews

- Approves
  - Citizen Notified
  - Operations Dept. Sets Traffic Control
- Denies
  - Citizen is Notified
    - Citizen Appeals to City Council
    - No Further Action

City Council Reviews

- Overrules
  - City Engineer Schedules Work
- Upholds
  - Citizen is Notified
    - Citizen is notified upon Completion

Police, Fire & Traffic
Transportation & Stormwater Services