



City of Traverse City
Application for Street Use Permit - Non-Major Event

Complete this application to either completely close a City street for residential events being conducted by & for residents (neighborhood block parties); or for use of a street where no solid closure is requested (rolling closure for parades or running races). Your request is not approved until you receive a Street Use Permit from the City Clerk’s office. Please allow 2 weeks for us to process your request.

1. Event Name: _____

2. Sponsoring group or organization: _____

3. Primary Contact/Applicant Name: _____
Phone: _____ Email: _____

4. Emergency Contact/Co-Applicant Name: _____
Phone: _____ Email: _____

5. Official Date(s) and Times of Event: _____

6. Total Date(s) and Times, including Set-up & Tear-down _____

7. Please write a brief Narrative describing your event, with anticipated attendance. Include all infrastructure that will be on the street. (See examples.) Is your Narrative attached? **Yes No**

8. If a street closure occurs, two wooden barricades are needed per intersection, backed by two vehicles. (See examples.) The City will provide the required wooden barricades. After your permit is issued, contact Streets Superintendent Chris Weber at 231.922.4900 ext 112 to arrange drop-off.

Are you requesting a solid closure? **Yes* No** Are you requesting a police-led rolling closure? **Yes No**

**If you answer yes to a solid street closure for non-residential purposes, please stop and instead complete the Application for Street use Permit – Major Event.*

9. Please create a site plan indicating the sections of street(s) to be used, including all infrastructure (tents, tables, chairs, games, inflatables, barricades, & backing vehicles.) Barricade vehicle owners must be listed with phone numbers for emergency access. Ideally, these vehicles will remain unlocked with keys visible. (See examples – may be hand drawn.) Is your Site Plan attached? **Yes No**

10. For emergency vehicles, the applicant shall maintain a 20’ wide center lane (10’ of width on both sides of the center line), where no major infrastructure is set up.

11. For Non-Residential Street Use, a \$50 fee is required to process your application.
12. For Non-Residential Street Use, a Certificate of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence is required, naming the City of Traverse City as additional insured.

Are you planning to serve alcohol? **Yes No** If yes, the alcohol will be: **Sold Served, but not sold**

If alcohol is being sold, the applicant shall furnish to the City Clerk's Office a certificate of insurance evidencing \$1 million per occurrence liquor liability coverage, along with an endorsement to the policy which names the City of Traverse City as additional insured. If alcohol is simply being served, but not sold, the applicant shall furnish to the City Clerk's Office a certificate of insurance evidencing \$1 million per occurrence host liquor liability insurance.

13. The applicant shall notify in writing (by email, postcards, hand-delivery, etc.) all affected property owners and occupants at least 2 weeks before the event. The Notice shall include the name and description of the event, time period, and the contact person's name and phone number.
14. The applicant shall provide watchmen and flagmen as necessary for the safety and convenience of the public and shall furnish all signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
15. A representative from the City Clerk's Office will contact you to provide you with your approved permit; or if not approved, will contact you to discuss.

The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Date: _____
Please allow 2 weeks for processing.

Authorized Applicant Representative (printed)

Signature

Sample Block Party Narrative

The Franklin Street neighbors would like to have a family-friendly block party on Sunday June 1st, from 12 noon to 6pm. We will close Franklin Street, between Washington Street and the alley north. 26 families will be invited.

We're planning to have a 10x20 tent on the east side of the street, with tables & chairs underneath for dining. There will be lawn games lining the west side of the street. Hightop tables will be placed near the tent and the games. All food will be prepared at individual homes, and served in the tent potluck-style.

The kids will be able to ride their bikes, and play with RC cars in the street with supervision.

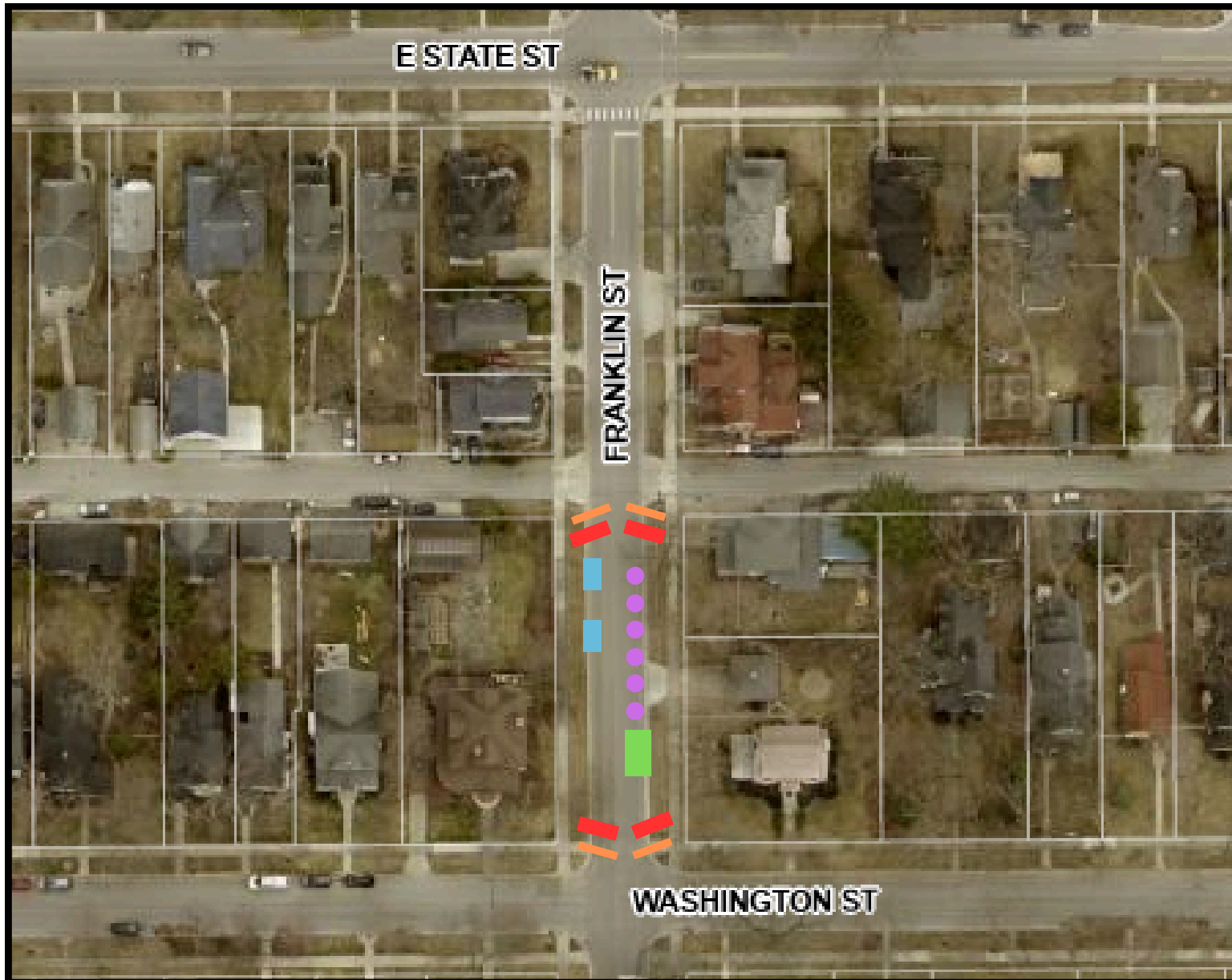
The tent company is coming at 10am for set-up, and will begin taking it down at 6:30pm. They should be done by 8pm, at the latest.

We plan to leave all barricade vehicles unlocked with keys inside for emergencies. The owners are also listed on the site plan.

Sample Block Party Site Plan

- Wooden Barricade
- Vehicle Barricade

- Yard Games
- 10x20 Tent
- 5' Tables w/ Chairs



Vehicle Owners

Deb Teal
231-555-1212

Mark Huff
231-555-8978

Joe King
231-555-5544

Jill Goens
231-555-6321

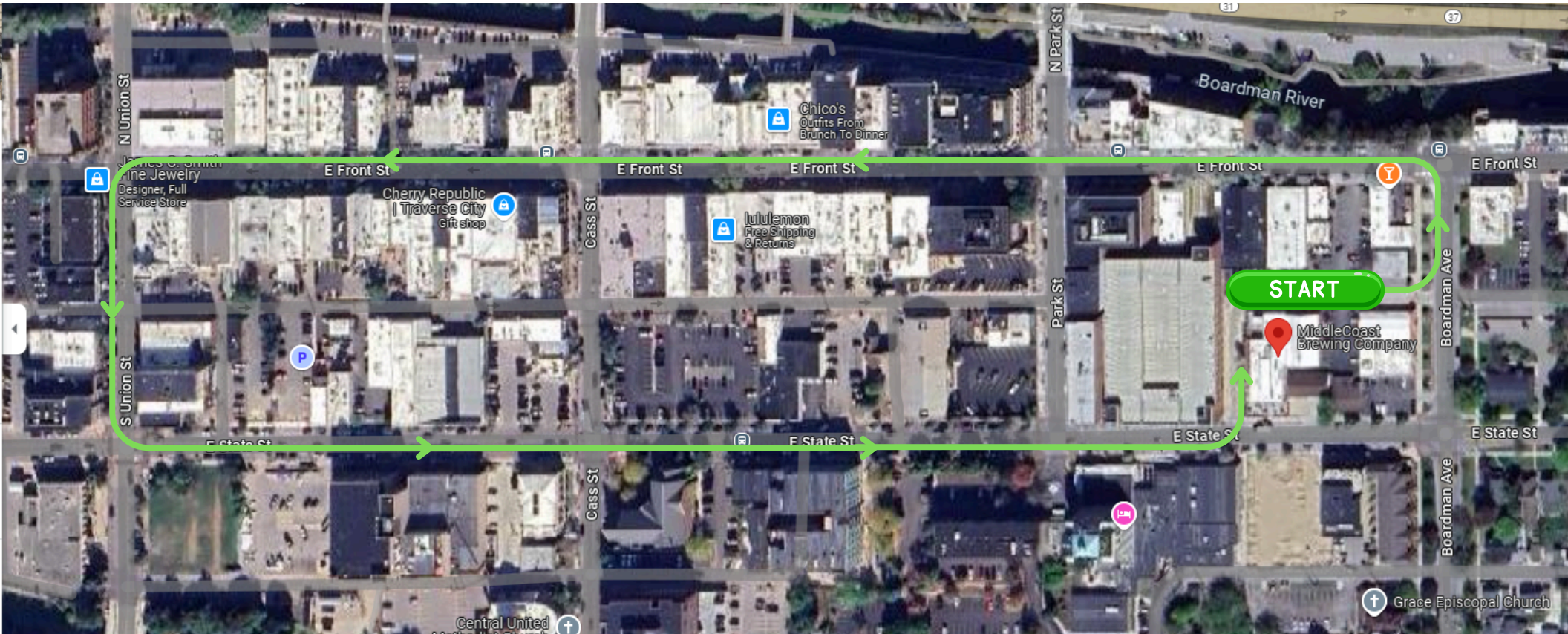
Sample Rolling Closure Narrative

The Ancient Order of Hibernians will hold our annual St. Patrick's Day Parade on Saturday March 15, at 2pm. We will stage our floats (2), cars (6), and walkers (40) in the alley beside Middle Coast Brewing.

We do not require any street closures, but would like to have police officers leading the parade, pausing traffic at intersections for us as we go, and one officer tailing us for safety.

The parade will begin by exiting the alley onto Boardman Ave, heading north to Front St, then heading east to Unions St, going south to State St, then east back to the alley beside Middle Coast Brewing. We will unload the floats and cars, to return them as soon as we get back. Our party will then continue inside Middle Coast, where the public is welcome!

Sample Rolling Closure Site Plan



The parade will stage in the Middle Coast Brewing lot, and go counter clockwise around the 300, 200 & 100 blocks:

Start at Middle Coast > Boardman Ave. (north) > Front St. (west) > Union St. (south) > State St. (east) > return to Middle Coast