

**TO BE COMPLETED BY APPLICANT**

Applicant Name:	Email Address:
Applicant Address:	Date of Party/Event Hours of event: (NOISE RESTRICTION AFTER 10:00 P.M.)
City, State, Zip:	Sponsoring Organization (if any):
Event Location (be specific and attach a map or diagram if possible):	
Notes:	
Are you closing a road?    Yes____ (complete rest of this section)    No____ (sign off and submit)	
<input type="checkbox"/> I do not require sawhorse type barricades for this event.	
<input type="checkbox"/> I will be renting sawhorse type barricades from a vendor.	
<input type="checkbox"/> I wish to have the City of Victoria Public Works deliver the barricades on (date) _____ And will pick them up on (date) _____. Address: _____	
<input type="checkbox"/> \$50.00 Barricade Fee (Non-Refundable)	

*I have read and understand the City of Victoria's General Requirements for Street Closures for Neighborhood Parties on the following page.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEWED BY THE CITY OF VICTORIA DEVELOPMENT & REVIEW TEAM ON \_\_\_\_\_ AND APPROVED/DENIED**

Comments/Restrictions:

Verify:

- Hold Harmless Agreement
- Notification of neighbors (written or verbal)
- \$0.00 Barricade Free

After approval, copies emailed to:

- County Sheriff
- Engineering
- Fire Chief
- Public Works
- Communication

Signed off and sent to Applicant and others via email on \_\_\_\_\_ by \_\_\_\_\_ (City Clerk).

## GENERAL REQUIREMENTS

1. Complete an application for a neighborhood party if a street will be used for an event. Applications should be submitted to the City Clerk a minimum of two weeks prior to the planned event to ensure proper approvals are obtained and emergency personnel are notified.
2. Street closures can only be conducted in low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfare or collector streets may be used unless the street closure is for a City-Wide function and an exception is granted by the City Council. In addition, access to public facilities shall not be blocked. Road closures will only be granted upon determination that the closure will not have adverse effects on the safety and general welfare of people in the City and the function of the roadway.
3. All residents living on the street or block for which the event is planned must be contacted by the applicant notifying them of the street closure. If they have any questions or concerns, contact City Hall at 952-443-4229. The applicant shall provide attest that this requirement has been met.
4. Sawhorse type barricade equipment is required when determined by the Development Review Team. The City charges a \$50.00 usage fee. Barricades will be delivered by the Public Works Department the last working day before the event and will be picked up the first working day after the event. As an alternative, the applicant may rent barricade equipment from a vendor. In either case, the set-up and takedown of the equipment shall be the responsibility of the applicant.

In addition to barricade requirements:

- a) No stakes or penetration may be made through the asphalt.
  - b) The barricades used must be easy to remove.
  - c) The barricades must be noticeably visible during daytime hours and evening hours.
  - d) No penetration by stakes, poles, posts in or behind a boulevard without first checking with Gopher State One. (651) 454-0002
  - e) No disposal of anything in storm sewers.
  - f) Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
5. A minimum twelve-foot (12') aisle must be maintained in the street to permit passage of emergency vehicles or vehicles of residents unless an exception is granted by the City Council for a City-Wide event. Failure to maintain a twelve-foot aisle during the entire period of the event will result in denial of requests for subsequent street closures. Law enforcement personnel will monitor the event for strict adherence to this rule.
  6. Adult supervision must be always maintained during the event. The City of Victoria is not responsible for damage or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. For City-Wide functions, the applicant, its associates, and vendors must provide a Certificate of Liability Insurance of a minimum of \$1,000,000.00 of insurance coverage naming the City of Victoria as additionally insured.
  7. The applicant shall be responsible for the pick-up of trash and garbage immediately after the end of the event.
  8. Streets may not be barricaded later than 10:00 p.m. unless the street closure is for a City-Wide function and an exception is granted by the City Council.
  9. No residents of the area designated shall be denied access to the event.
  10. The City of Victoria reserves the right to approve or deny any request.