

ROAD CLOSURE APPLICATION FORM

Contact Person: Khrys Jones

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Street Closure Area Description: Hoffman Ave. closed from

Pioneer Blvd. to Proctor Blvd, Monday, July 6th -
the end of the day of Monday, July 13th

For Music Fair & Feast

Event Start Time: 7/9/24 @ 5pm End Time: 7/11/24 @ 11:59pm

ROAD CLOSURE PERMIT

Applicants may request the closure of any city street for a special event, temporary use or other similar, commercial or non-commercial events by submitting the following information. The attached application and below requested information will be used to present to the City Council for their decision. Submit the below requested information **at least six weeks in advance** of your event to: pwpermits@ci.sandy.or.us and planning@ci.sandy.or.us

- **Description of the event** - Provide a narrative of the event and identify if it will be a onetime occurrence or will it be a reoccurring event for multiple days or an extended amount of time.
- **Description of the street closure area** - Clearly describe the proposed closure area: "between 12345 and 12435 Wall Street" or "Pleasant Street between Hoffman and Revenue".
- **Map for multiple road closures** - If the event involves multiple streets or roads, a detailed map showing each location that is intended to be closed.
- **Date and time of the proposed street closure** - Indicate the date and start and end time of your event. Include time to set up and remove any tables, chairs, tents, refuge etc. from the street before and after the event.
- **Noise restrictions** - The City has regulations governing loud noise, amplified or broadcast music, fireworks, etc. These regulations may be found [here](#), on the City's website.
- **Contact information** - Indicate who will be the contact person for the event. Include name, address, email address, and phone number(s). The permit will be issued to the designated contact person via email.
- **Approval process** - The Planning Division will place your request on the first available City Council agenda.
- **What Happens Next?** - After the City Council's decision, the contact person listed will receive the permit via email with a list of conditions. These conditions typically include leaving a 12-foot clear zone open in the street for emergency vehicles at all times, and removal of all tables, chairs, etc. by the end of the event. The Fire and Police departments receive copies of the permit and are notified of your event.

On the day of the event (or the nearest business day prior to the event) City crews will drop off barricades and street closure signs at the area(s) designated in the permit. You place the barricades and signs in the same spot after your event, and we pick them up on the next business day.