

APPLICATION FOR SPECIAL EVENT ROAD CLOSURE BELLE PLAINE, MINNESOTA

FEES	
City Street	\$10.00
County Road	\$125.00 (Non-Refundable)
BARRICADE & CLEAN UP DEPOSIT	\$100.00 (Refundable)

Date of Event _____

Name of Organization _____

Contact Person _____

Address _____ Phone _____

Reason for Road Closure _____

Describe the Location of Street(s) to be Closed _____

Road Closure: Start Time _____ A.M. P.M. (circle one) End Time _____ A.M. P.M. (circle one)

If outdoor music, please describe _____

Outdoor music: Start Time _____ A.M. P.M. (circle one) End Time _____ A.M. P.M. (circle one)

Signature of Applicant _____ Date _____

Approved with these contingencies:

- If County road closure:
 - City & Applicant to submit application for Scott County Obstruction Permit.
 - Applicant to provide Certificate of liability listing the City of Belle Plaine as additional insurance in a minimum amount of \$1,000,000.
 - Applicant to provide detailed route information.
 - Applicant to provide and install detour signs, and remove after event.
 - Applicant to install barricades, and remove after event.
- All food vendors must obtain Vendor's Permit from the City of Belle Plaine.
- Applicant must pay the City for Police Officers as determined by the City and/or Police Chief.
- Applicant must provide portable restrooms. Minimum quantity _____.
- Applicant must install barricades and remove barricades.
- Applicant must coordinate detour route and signage with City staff.
- Applicant is responsible for picking up litter from the streets and sidewalks immediately after the event.
- If the event is held in the downtown area, applicant must notify all liquor establishments to prohibit the use of glass containers during the event. (Only plastic or aluminum containers will be allowed.)
- Certificate of liability insurance required for (activity) _____.

Other: _____

Approved by Police Chief _____ Date _____

Approved by Public Works Supt. _____ Date _____

Approved by City Administrator _____ Date _____

Denied: Request for Road Closure Denied by Police Chief and/or City Administrator.
Office Use: Amount Paid \$ _____ Date _____ Receipt No. _____ Deposit Amount \$ _____

ATTACHMENT A
SPECIAL EVENT ROAD CLOSURE POLICY

1. Applicant shall complete the Special Event Road Closure application.
2. The Chief of Police, Public Works Superintendent and City Administrator shall review the application on a case-by-case basis and determine if it is acceptable to close the road. All decisions may be appealed to the City Council.
3. If Road Closure Permit is approved, the applicant shall arrange for barricades with the Public Works Superintendent by calling 952-873-6742. Applicant shall contact the Public Works Superintendent at least two working days prior to the event to make arrangements to pick up barricades with Public Works Superintendent. Barricades shall be returned in good condition to the Public Works Department the next working day following the event.
4. Fees: The applicant shall submit application fees (non-refundable) as follows:
\$10.00 Application Fee for City streets.
\$125.00 Application Fee for State/County Roads. The applicant shall also be responsible for fees charged by other entities, including State and County, for road closure.

\$100.00 -Barricade Damage Deposit and Roadway Clean Up Deposit (refundable). There shall be a \$100.00 damage deposit for the barricades and roadway clean-up deposit. The \$100.00 will be refunded to the applicant upon the return of the barricades to the Public Works Department in good condition and satisfactory clean up of the roadway following the event.

Additional Information for State/County Road Closure.

1. The Chief of Police, Public Works Superintendent and City Administrator shall review the petition on a case-by-case basis and determine if it is acceptable to close the road.
2. Applicant will assist City of Belle Plaine in application for road closure permit to the appropriate County or State entity.
3. Applicant must provide certificate of liability insurance listing the City of Belle Plaine as additional insured in a minimum amount of \$1,000,000.00.
4. Applicant must arrange for barricades, detour signage and route with the Public Works Superintendent. Barricades and signage shall be removed in a timely manner after the event and returned in good condition.