

PROCEDURE FOR ISSUING STREET CLOSURE PERMITS

The Chief of Police and/or his/her designee will have the authorization for issuing, amending, rescinding, or denying **Street Closure Permits** for events such as block parties, street dances or other **not-for-profit** events **where a street closure is necessary for public safety**. Applications for such permits can be obtained at the Police Department, 1300 First Avenue North, St. Petersburg, Florida, 33705. Applications must be submitted to the Special Events Unit of the St. Petersburg Police Department **at least ten (10) business days prior (weekends and holidays are not counted)** to the scheduled event. This time is necessary as other City Departments must approve the closure, order, and schedule the delivery of the barricades. **THERE WILL BE NO EXCEPTIONS TO THIS TIME REQUIREMENT.** A completed application will include the following:

1. Name(s) of the person, group or not-for-profit organization sponsoring the event.
2. Date, time and duration of event. (In accordance with City Ordinances governing excessive noise, events associated with an approved Street Closure must end by 11:00 PM. Other City Ordinances and Florida Statutes governing noise, alcohol, traffic, parking, and disorderly conduct will still be in effect and will be enforced.)
3. Desired location (including a map).
4. Abutting property owner(s) approval.
5. A check or Money Order in the amount of **\$30.00** (change effective 10/1/07) payable to: **The City of St. Petersburg**. Cash will not be accepted as payment. This covers the cost for barricades, which are required for the street closure. The cost could be higher as determined by the Department of Transportation and Parking Services if more than the usual number of barricades are needed.
6. If Alcoholic Beverages are to be sold or served, proof of Liquor Liability Insurance will be required.

Applicants will provide adequate supervision for the activity, insuring the safety of the participants and the protection of City property. Applicants will also be responsible for cleaning-up the affected area after the event. The applicant will also insure that the event complies with City Ordinances and Florida State Statutes, and that there will be **NO** vending (sale of foods, beverages, etc.) without the proper City permits and/or licenses. Barricades will be dropped at the designated locations and it will be the responsibility of the applicant to place the barricades across the street during the event and removal at the conclusion.

Should the location for the event be determined to be unsuitable, an alternate site may be recommended. If approved, the applicant will be mailed a copy of the Street Closure permit as well as an instruction sheet regarding the delivery of barricades. The applicant should retain this approved copy until the event has concluded. The original permit and check will be sent by the Special Events Unit to the Department of Transportation and Parking Services. Staff, in this department, are responsible for delivery of the barricades and depositing the check. If the application is denied, the applicant will be notified of the denial and its justification.

The City may deny an application, or amend or revoke an approved application at any time. Reasons for denial may include, but not be limited to: submission after the 10 business day limit, incomplete application, problems with previous closures, or another event which takes precedence. Reasons for amendment or revocation may include, but not be limited to: numerous or repeated complaints regarding the closure, violations of any statute or ordinance, falsification of the application, or another event which takes precedence.

KEEP THIS SHEET FOR YOUR RECORDS

APPLICATION FOR STREET CLOSURE PERMIT

In accordance with the provisions set forth by the Mayor of the City of St. Petersburg, the undersigned hereby applies for a Street Closure Permit, and provides the following information and represents that it is true and correct, and accepts that the City may at any time, amend or revoke this application:

1. NAME OF PERSON OR ORGANIZATION SPONSORING STREET CLOSURE

a). Name: _____
Address: _____
City/State: _____ Zip: _____
Phone No.: Work: _____ Home: _____

b). *Name of Person Applying For This Permit* [if same as above, indicate "SAME"]

Name: _____
Address: _____
City/State: _____ Zip : _____
Phone No.: Work: _____ Home: _____

2. EVENT INFORMATION

- a. Date of Event: _____
b. Time Event Begins: _____ Ends: _____
c. Street to Be Closed: _____
d. Purpose of Event: _____
e. Estimated Attendance: _____
f. Will beer, wine or any alcoholic beverages be served or sold as part of this event? _____
If yes, proof of Liquor Liability Insurance must be included with application.

3. The applicant, for himself, and for other persons, organizations, firms and corporation, if any listed in Section 1(a) of this application does hereby contract and agree that he (and they) will, jointly and severally, indemnify and hold the City of St. Petersburg, Florida, harmless against liability for any and all claims for damage to property, or injury to, or death of persons, arising out of, or resulting from the issuance of this permit, or the conduct of the event or its participants.

_____, 20_____
Date of Signature

Signature of Applicant

Sworn before me and subscribed in my presence
this _____ day of _____, 20____

Notary Public

Approval:

Chief of Police or Designee

Date Approved

SPPD Special Events Unit

Site Map

Please complete a map indicating the area you wish to have closed. Be sure to label the streets to be closed and include surrounding streets, alleys and any other vehicular accesses to the area. Please also provide any other details which need to be considered in approving this application.

Drawn by: _____ Date: _____

STREET CLOSURE APPLICATION CHECKLIST

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Be sure to review the following items prior to returning your Application for Street Closure Permit:

- ___ Completed section 1 - Name(s) of the person or group sponsoring the event.

- ___ Completed section 2 - Date, time, duration, location and estimated attendance of the event. Please be as specific as possible when listing the location you are requesting to be closed. Example: 25th Avenue North between 1st and 2nd Streets, or the 3200 block of 9th Avenue South.

- ___ Completed section 3 (Page 1) - Must be completed by a Notary Public. The application may be notarized at the front desk of the Police station. Please make sure that the information on the top of the Property Owner Approval Sheet matches that in Section 2 of the Application.

- ___ Completed - **Property Owner Approval Sheet (Page 2)**. NOTE: any vacant residence or property for sale must be indicated on this sheet. If you encounter difficulty in getting all signatures, please contact the Special Events Office as soon as possible (893-7154).

- ___ Completed site map (Page 3) - signed and dated.

- ___ Provide proof of Liquor Liability Insurance, if alcoholic beverages are to be sold or served.