



## SPECIAL EVENTS STREET CLOSURE APPLICATION

Due to time constraints, street closure applications must be entirely complete at time of application, i.e., proof of insurance with the City of Lockhart as an additional insured, a traffic control plan by a professional barricade company, sign off by residents, etc.

Structures, tents, displays, rides, stages, fences, livestock, etc., **WILL NOT** be fastened into the roadway, sidewalk area, or sidewalk, by means of spikes, nails, or any other device which destroys the integrity of the pavement or sidewalk surface. If it is necessary to mark the pavement or sidewalk for any reason, it will be done with chalk, spray chalk, traffic crayon, or tape. Spray paint or any other permanent markings **WILL NOT** be used.

**INSTRUCTIONS TO APPLICANTS REQUESTING TEMPORARY STREET CLOSURE  
FOR OTHER THAN FILMING PURPOSES**

Any persons desiring to temporarily close any portion of a public street for purposes other than construction or utility maintenance shall make application on forms furnished by the City. Completed applications for temporary street closures must be filed with the City a minimum of 24 days before the date the street is to be closed and shall be subject to the approval of the City Manager or his designee. The application is not considered complete until all documents and information as required on the instructions has been submitted. Any amendments to the application due to the failure of the applicant to meet the requirements, or change by the applicant will require the scheduled closing date to be amended to comply with the 24 day requirement. No guarantee of approval is implied by the acceptance of the application. Instructions are to remain attached to the application.

The review process requires a minimum of 24 days, therefore, no response concerning approval or disapproval should be expected prior to the expiration of the 24th day.

Each named or numbered street, alley or pedestrian rights of way, requires a separate application.

1. The applicant is responsible for attempting to secure the cooperation of all property owners/residents affected by the street closing and will provide proof that all property owners/residents have been notified by attaching to the application a statement signed by all affected property owners/residents listing the name, address, and telephone number of the person contacted expressing their approval or disapproval of the street closure. Failure to notify any property owners/residents may result in the denial of the application or require a change in the scheduled closing date.
  
2. The applicant will provide a sketch of the street closure area indicating the area to be closed and the location of all properties adjacent to the area being closed. Failure to include all information as required may result in the denial of the application or require a change in the scheduled closing date.

Granting of the request does not waive the requirement for additional permits (e.g., noise permit), when applicable, or fees required by City ordinance.

Closure requests directly or indirectly affecting State routes will be forwarded to the State Department of Highways and Public Transportation for their review and comments.

3. A fee, as established by the City Council, will be deposited with the Police Department prior to the request being processed.

Streets will not be closed prior to the time authorized by the City Manager or his designee and will not be physically blocked to prevent access to any emergency vehicle during the period such street is closed.

Additionally, the applicant understands that the City personnel, emergency vehicles, and police officers may lawfully enter the area. Orders or directions given by police or fire officials in the lawful discharge of their duties must be obeyed.

If the temporary closing of the street is granted by the City Manager or his designee, abutting property owners cannot be denied use of the street for access to or from their property.

4. Applicant shall hold harmless the City and its officials, agents, and employees against any expenses or liability for personal injury, death, or damage to any property wherever situated arising from applicant's use of any portion of the requested portion of the rights of way. Applicant shall procure a policy of liability insurance with contractual endorsement in the following amounts: Comprehensive General Liability insurance with minimum bodily injury combined single limit of \$500,000.00 for each occurrence, and property damage limits' of \$250,000.00 for each occurrence to include: Premises, Operations, Broad Form Property Damage, Personal Injury, and Contractual Liability Coverage. The applicant shall keep the policy provided in full force and effect for the entire period during which said street is to be closed and shall deliver the original of said policy or a certified true copy of said policy to the Police Department at the time of application.

In the event an application for a permit is denied or withdrawn by the applicant, the administrative costs (\$50.00) for processing of each application will be retained by the City. The City is not responsible for any cost inconvenience incurred by the applicant when the application is not approved.

#### **PARTY-TYPE EVENTS:**

As conditions to the approval of a request to close a city street, the following items are incorporated in the agreement to close the street.

- a. A licensed security agent shall be available on-site during the entire time the street is closed. The security agent must not consume alcoholic beverages or participate in the party/event.
- b. The party shall be terminated in sufficient time (approximately 30 minutes) to clean up the immediate and surrounding areas affected by the party/event in order that the street is re-opened at the time set by the City Manager or his designee.
- c. At least one large trash container must be available at each entrance/exit as well as other locations necessary to assist in clean up at the end of the party/event.
- d. A minimum of two (2) portable toilets should also be provided on site. In the alternate, the applicant may present a diagram showing sufficient existing toilet facilities and written certification that the facilities are available for the use during the party/event. If this alternative is accepted, the location of the toilets would be clearly marked during the party/event.
- e. In their promotional literature, party/event organizers should urge people to walk to the party/event.

- f. Party/event organizers shall rope off the lawn or other properties of residents within the party/event area who desire such protection. Such security measures shall not impede access to or from the property.
  - g. If the City is required to clean up the area, the applicant will be billed for all costs incurred by the City.
  - h. At least one (1) party/event monitor shall be stationed at each exit to discourage alcohol or cups being taken from the party/event area.
  - i. The applicant shall provide written proof from a professional barricade company stating that they will be responsible for setting and maintaining the traffic control plan; as well as a drawing showing the placement of barricades, signs, and devices, in accordance with the Texas Uniform Manual of Traffic Control Devices.
6. If an applicant is unable to personally contact the owner or resident of an affected address, a door-hanger notice containing full information will be left, and the application will follow up to ensure all addresses on the street to be closed, or abutting property, have been contacted.

**APPLICATION TO TEMPORARILY CLOSE A SEGMENT OF A STREET  
FOR OTHER THAN FILMING PURPOSES**

**(Please read attached instructions before completing this form.)**

Date Application Submitted \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ (Alternate) \_\_\_\_\_

Organization \_\_\_\_\_

Street to be closed \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
(Block Number) (Block Number)

Date(s) of Closing: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested hours of closing from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Reason for Closing \_\_\_\_\_

Indicate if booths, stands, or other physical obstructions will be placed in roadway \_\_\_\_\_

Alcoholic Beverage served Yes \_\_\_\_\_ No \_\_\_\_\_ Sound Application Yes \_\_\_\_\_ No \_\_\_\_\_

Liquor Permit # \_\_\_\_\_ Name of License Holder or Caterer \_\_\_\_\_

Name of Person Responsible \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ (Alternate) \_\_\_\_\_

Security Agency Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

Insurance Agency \_\_\_\_\_ Telephone Number \_\_\_\_\_

Barricade Company \_\_\_\_\_ Telephone Number \_\_\_\_\_

I declare that the information provided in this application is true and that I have read the “Instructions to Applicants Requesting Temporary Street Closure” and understand all conditions of this application as set forth in the City Code and the “Instructions”. Additionally, any holder of a street vendor’s permit or license agreement for the use of city right-of-way cannot be denied use of such right-of-way during the requested closing on this application. No guarantee of approval is implied by the acceptance of this application. Applications will be processed as submitted. Instructions are to remain attached to the application, and the City is not responsible for any cost or inconvenience incurred by the applicant if not approved.

Applicant  
Signature \_\_\_\_\_  
(Applicant sign in presence of Notary Public)

The person known to me to be the above signed applicant is duly sworn by me and states under oath that he/she has read this application and that all facts therein set forth are true and correct.

SWORN TO BEFORE ME, THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public in and for \_\_\_\_\_ County \_\_\_\_\_ Notary Seal

Notary Expiration Date \_\_\_\_\_

**For Department Use Only**

Date Application Received \_\_\_\_\_  
(Date Stamp each page of the application and any attachments)

Application Received by \_\_\_\_\_

**DOOR HANGER NOTICE**

Dear Occupant:

On \_\_\_\_\_, 20\_\_\_\_, we would like to close \_\_\_\_\_  
(street name)  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Block Number) (Block Number)  
for the purpose of \_\_\_\_\_.

We have applied to close \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m.  
(street name)  
to \_\_\_\_\_ a.m./p.m.

The City of Lockhart requires that we obtain the signature of owners/occupants of any street to be closed. Please call \_\_\_\_\_ at \_\_\_\_\_ for further information.

**Comments:** (Optional)  
**Owner/occupants may use this space to make comments about the temporary street closure. The City will review all comments before deciding to approve or disapprove the temporary street closure application.**

\_\_\_\_\_  
Owner/Occupant Signature Address

(Leave one at any address where the owner/occupant is not available, and follow up to obtain signature.)