



## REQUEST FOR STREET CLOSURE / SPECIAL EVENTS PERMIT

The Community Development and the Broomfield Police Department have adopted standards for the closure of the streets for private use to safeguard the interests of the applicants as well as the general public.

- Application for street closures / special events must be filed with the City and County of Broomfield Community Development Department a minimum of 14 days prior to the event. The application is routed to the Public Works Department, Police Department, and City Traffic Engineer for approval. Applications requesting the consumption of alcoholic beverages must also have approval by the Parks Department. Notification is also sent to the Fire Department.
- Street closures /special events shall be permitted only between 10:00 am and 10:00 pm for a maximum of 6 hours in residential areas. Any deviation from this will require permission from the City and County Managers Office. All City and County, State Laws and ordinances will be obeyed within the areas blockaded, this includes the City and County's noise ordinance.
- A statement of permission from the people that live in the area where the street closure / special event occurs must be submitted with the application. Every resident or business must be notified of the closure. If the occupant is unavailable, a notice shall be left at the address indicating the street to be closed with the date and hours specified on the notice. If upon the receipt of the statement, a majority of the people who reside along the street affected approve of the request, the reviewing departments will take the request under consideration for final approval. Those not favoring the request will be given every consideration possible. Notification is usually given within 5 days.
- Residents must be allowed vehicle access to their homes. Emergency access must be maintained at all times, and barricades shall be removed immediately for such purposes.
- The City and County will provide required barricades free of charge for block parties. Barricades for parades are the responsibility of the applicant. This may require the hiring of Police officers, barricades or other devices as determined by the City Traffic Engineer. For block parties, barricades will be delivered to the applicants address by City crews on the last working day prior to the scheduled party. Barricades will be picked up the first day following the party. It is the responsibility of the applicant to set up and take down the barricades per the date and times of the approved party. Only approved barricades shall be used.
- The applicant shall be responsible for the immediate clean-up of the street(s) prior to the re-opening to vehicular traffic.

When the applicant has secured the signatures of all residents or businesses approving the street closure / special event and the closure has been approved by the City and County, the applicant will assume all responsibility for meeting the above conditions. The applicant is liable for any and all claims that may arise as a result of the street closure. The City and County of Broomfield is relieved of any and all liability. The City and County of Broomfield can revoke this permit at any time as the result of a safety condition or improper use of this permit. If you have any questions, please contact the Community Development Department at 303-438-6380.



**CITY AND COUNTY OF BROOMFIELD**

Engineering Division 303-438-6380

One DesCombes Drive, Broomfield, CO 80020

Fax: 303-438-6207

**CITY AND COUNTY OF BROOMFIELD  
STREET CLOSURE / SPECIAL EVENTS PERMIT**

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

I hereby apply for a Street Closure / Special Evenst Permit in order to conduct a:

- \_\_\_\_\_ Block Party (without consumption of alcoholic beverages)(attach map)
- \_\_\_\_\_ Block Party (with consumption of alcoholic beverages)(attach map)\*
- \_\_\_\_\_ Parade (please attach map indicating proposed route and traffic control plan)
- \_\_\_\_\_ Other (please explain and attach required maps)

Street to be Closed: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Intersecting Street) (Intersecting Street)

Closure Date: \_\_\_\_\_ From (Time): \_\_\_\_\_ To (Time): \_\_\_\_\_  
(10:00 am to 10:00 pm for maximum of 6 hours in residential areas)

*I, (the applicant) agree that all City and State Laws and Ordinances will be obeyed within the area of the closure, and agree to abide and meet the conditions that are stated in the "Request for Street Closure / Special Events". I, (the applicant) am responsible for any and all claims that may arise as a result of the street closure / special event.*

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

**APPROVALS**

\*Approval - Parks Department: \_\_\_\_\_ Date: \_\_\_\_\_  
(Consumption of alcoholic beverages)

Approval - Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

Approval - Public Works Department: \_\_\_\_\_ Date: \_\_\_\_\_

Approval - City Traffic Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Notification - Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Notification - Ambulance: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

