

# Street Closure Permit Application and Policies

## Applicant Information

Applicant Name/Responsible Party: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: (please include City, State, and Zip) \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Telephone Number: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_

Alternate Contact Phone: \_\_\_\_\_ Alternate Contact Email: \_\_\_\_\_

Permit holder is responsible for cleanup and removal of all materials after the event prior to reopening the street.

## General Event Information

### **(To be completed by applicant)**

Event Name: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event Dates(s): \_\_\_\_\_

Time of Event-Beginning: \_\_\_\_\_ Ending time of Event: \_\_\_\_\_

Expected # of attendees: \_\_\_\_\_

Copy of Liability Insurance included with application (if applicable)? \_\_\_\_\_

Other requests/notes: \_\_\_\_\_

Trash barrels requested: \_\_\_\_\_ (NOTE: event host is responsible for collection of all trash)

Are sanitary/restroom facilities being provided? \_\_\_\_\_

Will alcohol be sampled (free) at the event? \_\_\_\_\_ Will alcohol be sold at the event? \_\_\_\_\_

## Block Party Street Closure Details

Street(s) requested to be closed: \_\_\_\_\_

Cross street(s) or location(s) of closure: \_\_\_\_\_

Time of Street Closure-Beginning: \_\_\_\_\_ Ending time of Closure: \_\_\_\_\_

## Business District Street Closure Details

### **(to be completed by applicant with assistance from borough office staff, if necessary)**

Street(s) requested to be closed: \_\_\_\_\_

Cross street(s) or location(s) of closure: \_\_\_\_\_

Street Ownership (check all that apply) - Borough: \_\_\_\_\_ County: \_\_\_\_\_ State (PennDOT): \_\_\_\_\_

Time of Street Closure-Beginning: \_\_\_\_\_ Ending time of Closure: \_\_\_\_\_

Will you need electricity? \_\_\_\_\_

## **FOR INTERNAL USE:**

Permit fee paid. \_\_\_\_\_ Security Deposit paid. \_\_\_\_\_ Insurance certificate provided

Street Closure Permit Number \_\_\_\_\_ Traffic/detour plan OK by Chief of Police

Lower Valley EMS notified \_\_\_\_\_ Verona VFD notified

Is emergency/evacuation plan necessary? \_\_\_\_\_

Has this event/closure been reviewed with:

Verona DPW Foreman? \_\_\_\_\_ Verona Chamber of Commerce? \_\_\_\_\_

Verona Parks and Recreation Board? \_\_\_\_\_

Have all affected residents, businesses, or other property owners affected by the closure been contacted and made aware of the event details? \_\_\_\_\_

Permit Application Approved \_\_\_\_\_ Permit Application Denied \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

## Street Closure Rules and Policies

1. Application should be submitted minimum 3 months prior to event.
2. There is a \$100 refundable deposit for the length of all closures. Fee can be waived by the Borough
3. Fee is \$ 50 for local non- profits and \$150 for local for-profit businesses. Verona Chamber of Commerce is exempt from these fees.
4. No permit will be issued to any non- or for-profit businesses not located in Verona unless approved by the Borough. (No individual resident can close the business district, Allegheny River Blvd, or the 700 block of East Railroad Ave.)
5. Fee for Block Party is \$25 per party.
6. For closures in the business district letters of the closure shall be printed by Borough Manger/Secretary and hand delivered by the Police Department to all businesses along route.
7. For Block Parties the applicant is responsible for notifying all the residents affected by closure.
8. A map of closure must be submitted with application. **Verona Map**
9. If having Vendors, please fill out a **Park and Street Vendor Application** for each vendor.
10. Street closures are approved or denied on a first come first served basis.
11. DPW will provide roadblocks. If event falls on the weekend or a weekday after DPW hours Police will place roadblocks and remove.
12. All closure must be for events open to the public.
13. All garbage within closure of business district will be collected and placed at gazebo at Railroad Park by applicant. A 55-gal heavy duty trash bag must be replaced into each garbage cans by applicant.
14. All garbage from block parties is the responsibility of participants of block party
15. All extra garbage cans that are requested must be emptied and placed at the gazebo for business closures and in front of applicant's address for block parties
16. DPW foreman or Police (if Forman is unavailable) will inspect site after street closure for damage and garbage before signing off to release of deposit.

It is understood that approval of this application holds the 'RESPONSIBLE PARTY' responsible for the conduct of the attendees and the condition of the street and the amenities there in. By signing this Permit Agreement, it is understood and agreed to abide by the rules set forth by the Borough of Verona and the Borough's Street Closure Usage Policies and Conditions. That by any such violation, these rules may result in the immediate cancelation of this Permit once issued. It is also agreed that by accepting the terms of this agreement, that any financial cost or fees to the Borough that may incur as a result of this event shall be the responsibility of the 'Responsible Party'. It must be noted that the responsibility is the Borough to balance the interests of the applicant along including the interests of the abutting property owners and the surrounding Verona residents. For all those concerned, please act responsibly and in the consideration of others. Thank you.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_