



City of Portland, Bureau of Transportation

Community Event Street Closure Permit Application Packet

Community Event ideas.....

Neighborhood Street Dance

Neighborhood Fair

Nonprofit Fundraising Event

Community Holiday Event

Community Festival

Farmers Market

Art Fair

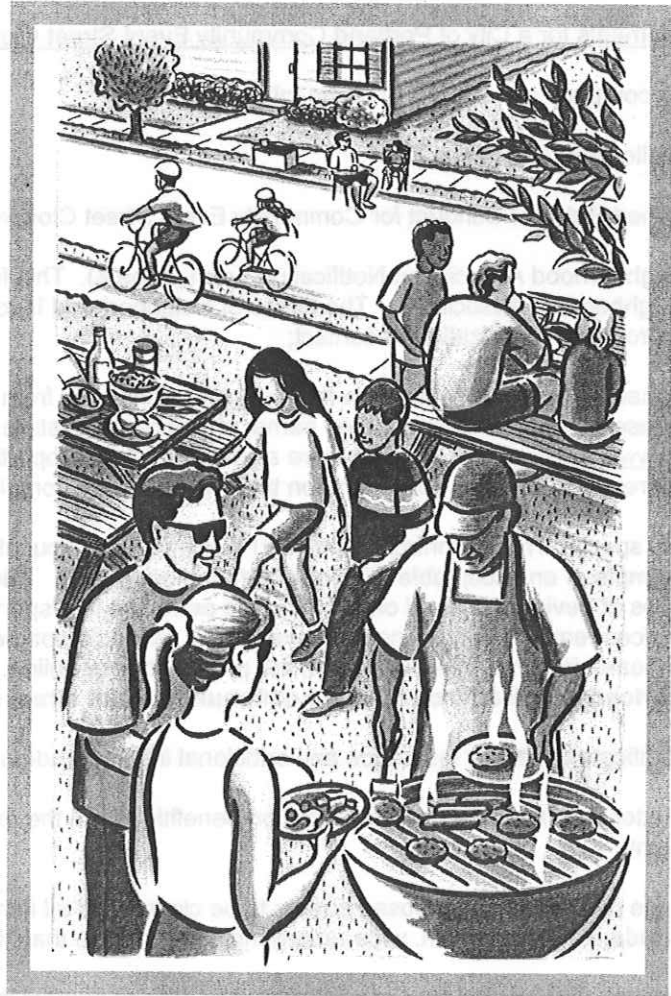


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Community Event Street Closure Permit Requirements

The City of Portland encourages community celebrations. A street may be closed for an event that is non-political, non-commercial and provides a civic benefit to the community. The street closure restricts vehicular access only, pedestrian access shall be maintained at all times and the event shall be free of admission charge to the general public at all times. Applications shall meet all requirements prior to permit issuance. There is no fee for community event permits. Please submit a completed application four weeks prior to the scheduled event date.

If alcohol use is planned in the street area for the event, an Ordinance must be passed by the City Council. A \$350.00 fee is charged for processing the Ordinance. The Ordinance process adheres to the City Council schedule which requires application submittal 11 weeks prior to the event date. All Oregon Liquor Control Commission (OLCC) permits shall be obtained and requirements met. Please contact OLCC at (503) 872-5000 for requirements.

Requirements for a City of Portland Community Event Street Closure Permit Application Packet

Please complete and submit all of the following:

- Application form (page 2);
- Signed Rules of Conduct for Community Event Street Closure Permit (page 3);
- Neighborhood Association Notification Form (page 4). This form shall be filled out and sent to the local Neighborhood Association. The Office of Neighborhood Involvement at (503) 823-4519 can help identify the appropriate organization to contact;
- Signature Form for Notification (page 5) with signatures from all abutting properties on the street to be closed. Please include: address, printed name, phone and signature. The City of Portland uses the addresses shown on www.portlandmaps.com to ensure signatures for all properties have been included. It is helpful to make reference to all addresses found on this website when completing this form;
- Site specific Traffic Control Plan (TCP) indicating how you intend to redirect traffic around the event. An example of an acceptable TCP can be found on page 6. This example shows the required level of detail and types of devices required on a TCP. The permittee is responsible for renting and placing all traffic control devices required on the final approved TCP. Many companies rent these devices in Portland. You can find them by searching under "barricades" in the phone book or online. **The City of Portland does not provide any barricades or traffic devices for community event street closure permits;**
- Certificate of liability insurance and additional insured endorsement (page 7 & 8);
- A letter from the non-profit organization benefiting from the event and acknowledges its relationship with the event;
- A site plan showing proposed streets to be closed and all items to be placed in the right of way. Plan should include a minimum 15 ft. wide emergency access lane that shall be remain open at all times.

If the event will have any type of ancillary sales, please contact the Bureau of Licenses at (503) 823-5157 to ensure you are in compliance with all business license laws. Please contact the following agencies for other permits and requirements that may apply:

- Fire Bureau: (503) 823-3712
- Noise Control Office: (503) 823-7350 Note: amplified voices/music & some large events require a noise variance

For questions or additional information please call (503) 823-7073

Please make a copy of all submitted application forms for your records.

Submit application packet to:
SSM/Community Events ~ 1120 SW 5th Ave. Room 800 ~ Portland, Oregon 97204
Fax: (503) 279-3953



Application for Minor/Major Community Event Street Closure Permit

Name of organization applying for permit: _____

Address: _____

Name of contact person: _____ Phone: _____ Fax: _____

What street will the event close? _____

The street is between which two cross streets? _____ and _____
(for example: SE Madison btwn 9th and 10th Ave.)

What is the date of the event? _____

What are the hours of the event (include set-up/clean up times)? _____

Is the event a fundraiser? Yes No

If yes, for which organization? _____

Will alcohol be served or consumed in the closed street area? Yes No

If yes, please submit a \$350.00 check (made out to the City of Portland) for the City Ordinance that allows alcohol sales or consumption in the public right of way.

Would you like "No Parking" signs to be included with your permit? Yes No

These signs are to be placed on each side of the street to remove parking for your event. There is a nominal fee for these signs.

Will the street you are proposing to close be on a Trimet bus route? Yes No

If yes, you may be required to contact Trimet.

Applicant Signature _____

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Fax: (503) 279-3953

Adopted Rules of Conduct for Community Event Street Closure Permits

Please read and initial each rule you wish to adopt during your event. This form must be completed prior to issuance of the street closure permit.

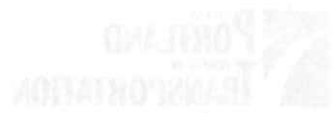
- _____ 1. No person shall violate any Federal, State or City of Portland Laws.
- _____ 2. No person shall enter or remain in or upon the event area for unlawful purpose.
- _____ 3. No person shall enter or attempt to enter any portion of the event area that is not open to attendees without authorization from the permit holder.
- _____ 4. No person shall take, deface, degrade, damage, or destroy any personal or real property located in or upon the event area.
- _____ 5. No person shall be under the influence of any controlled substance or liquor intoxication at the event.
- _____ 6. No person may light any object on fire except for smoking devices designed for smoking tobacco.
- _____ 7. No person shall unreasonably interfere with the physical operation of the event.

Adopted Rules of Conduct have been noted above and approved/disapproved by the applicant

Signature/ Title/ Date

Designation of person(s) in charge	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

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Neighborhood Association Notification Letter

Submit this letter to Neighborhood Association and provide one copy in the application packet.

Date: _____

Dear: _____
Indicate name of Neighborhood Association

We are applying for a permit from the City of Portland's Office of Transportation to close the street for the purpose of holding a community event. As part of the application process, we are required to provide to you the following information:

Name of group or organization hosting the event

Name of non-profit recipient group if other than the group having the event

_____ between _____ and _____
Name of street and cross streets to be closed

Date and times of event

Details of event (expected attendance, live music, alcohol sales, etc.)

More details of event

Event Coordinator and phone number(s)

Other information pertinent to the event

Any additional information

We would like your feedback on our proposed event and will strive to accommodate the needs of the neighborhood to make this event a success for everyone. Please contact me in writing or by phone at:

Phone number _____ Address _____

You may also contact Kristan Alldrin, Community Event Coordinator for the City of Portland's Office of Transportation at (503) 823-7073 or via email kristan.alldrin@pdxtrans.org.

Sincerely,

Name of Event Organizer



Signature Form for Notification Of Upcoming Community Event Street Closure

List of name of the business or organization hosting the event: _____

List the name of the beneficiary (non-profit organization) of the event: _____

Name and phone number of the contact person for the event: _____

Name of the event: _____

The above listed are proposing a street closure for a community event.

The closure of _____ street between _____ street and _____ street

for a community event will be held on _____ date from _____ time until _____ time

By signing below, we, the abutting residents and/or business representatives affected by the proposed closure, acknowledge notification of the above listed street closure.

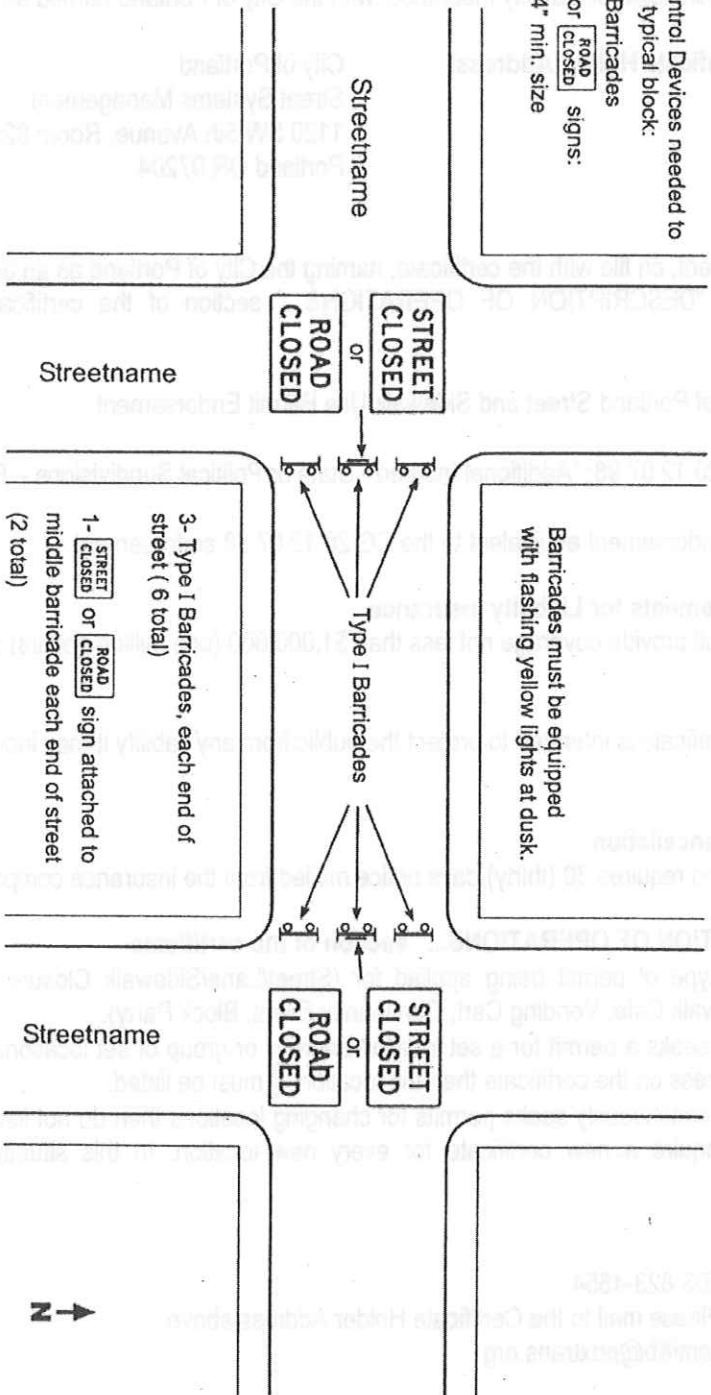
Printed Name/ Business	Signature	Address	Phone

EXAMPLE TRAFFIC CONTROL PLAN for COMMUNITY EVENTS (Typical)

For locations that involve more than one block, a site-specific traffic control plan will be required.

Traffic Control Devices needed to close one typical block:

- 6- Type I Barricades
- 2- STREET CLOSED or ROAD CLOSED signs: 30" x 24" min. size



Barricades must be equipped with flashing yellow lights at dusk.

THIS EXAMPLE IS FOR A TYPICAL BLOCK CONFIGURATION.
 IF YOUR STREET DOES NOT MEET THIS CONFIGURATION, YOU MAY BE REQUIRED TO
 SUBMIT A TRAFFIC CONTROL PLAN WITH YOUR APPLICATION.

TRANSPORTATION SYSTEM MANAGEMENT CITY OF PORTLAND, OREGON

TITLE OF STANDARD PLAN STANDARD PLAN NO.

STANDARD STREET CLOSURE TRAFFIC CONTROLS **4b**

APPROVED DATE BY

Robert M. Bruch 1/02/98 BY

CITY TRAFFIC ENGINEER DATE

NO.	REVISIONS	DATE	BY

Community Events

INSURANCE REQUIREMENTS FOR STREET AND SIDEWALK USE PERMITS
CITY OF PORTLAND - OFFICE OF TRANSPORTATION - STREET SYSTEMS MANAGEMENT

This information will assist you and your insurance agent in complying with City insurance requirements for Street and Sidewalk Use permits.

The City of Portland Requires

- A Standard Certificate of Liability Insurance, with the City of Portland named as the Certificate Holder.

- **Certificate Holder Address:** City of Portland
Street Systems Management
1120 SW 5th Avenue, Room 825
Portland OR 97204

AND

- An endorsement, on file with the certificate, naming the City of Portland as an additional insured. List the endorsement used in the "DESCRIPTION OF OPERATIONS..." section of the certificate. The following endorsements are acceptable:
 - City of Portland Street and Sidewalk Use Permit Endorsement
- OR**
- CG 20 12 07 98; "Additional Insured - State or Political Subdivisions – Permits"
- OR**
- An endorsement equivalent to the CG 20 12 07 98 endorsement

Minimum Requirements for Liability Insurance

The insurance shall provide coverage not less than \$1,000,000 (one million dollars) per occurrence.

Regulations

The insurance certificate is intended to protect the public from any liability it may incur as a result of granting the requested permit.

Notification of Cancellation

The City of Portland requires 30 (thirty) days notice mailed from the insurance company prior to cancellation of the policy.

In the "DESCRIPTION OF OPERATIONS..." section of the certificate

- Indicate the type of permit being applied for (Street/Lane/Sidewalk Closure, Street Opening, Sewer Connection, Banner, Sidewalk Café, Vending Cart, Community Event, Block Party).
- If the insured seeks a permit for a set location/address or group of set locations/addresses that are different than the Insured's address on the certificate then the location(s) must be listed.
- If the insured continuously seeks permits for changing locations then do not list the permitted location/address, if you do we will require a new certificate for every new location. In this situation you may choose to indicate "All Operations".

Submission

Fax: 503-823-4554
Mail: Please mail to the Certificate Holder Address above
E-Mail: ssmi&b@pdxtrans.org

THE CERTIFICATE AND ENDORSEMENT MUST BE APPROVED BY THE CITY ATTORNEY BEFORE A PERMIT CAN BE ISSUED. PLEASE ALLOW 6 BUSINESS DAYS FOR PROCESSING.

Questions

If you or your agent have any further questions, please call Street Systems Management at 503-823-7142 or send e-mail to ssmi&b@pdxtrans.org

City of Portland Street and Sidewalk Use Permit Endorsement
This Form to be Attached to Permittee's Certificate of Insurance

INSURED: _____
AFFORDING CO: _____
POLICY NUMBER: _____
EFFECTIVE: _____

The policy shall bear also the following endorsement:

"Without prejudice to coverage otherwise existing herein, the City of Portland, its officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the permittee within the City of Portland, Oregon."

"It is understood and agreed that this policy shall not terminate or be canceled without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the Office of the City Engineer, 1120 SW 5th Avenue, Room 825, Portland, Oregon 97204."

Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insured would have been liable if only one person or interest had been named as insured. The coverage applies as to claims between insureds on the policy. This endorsement assures that the policy complies with the terms and conditions of the named insured's permit with the City of Portland."

Authorized Insurance Representative Signature

Date

Name & Address of Certificate Holder:

City of Portland
Street Systems Management
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Portland, OR 97204

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