



## REQUEST FOR TEMPORARY STREET CLOSING

### PROCEDURE FOR TEMPORARY STREET CLOSING REQUESTS

**Only non-profits and events such as block parties that involve multiple homes may obtain permission to temporarily close a street. Personal or individual parties do not qualify for temporary street closings.**

1. Complete, sign and date the Request for Temporary Street Closing and Liability Waiver and turn them in to the City Clerk a minimum of 30 days in advance of the requested Temporary Street Closing.
2. The City Clerk will notify the applicant at the time of application if the street is State owned. If it is State owned then the applicant is also required to get permission from the NCDOT to close that street. Please contact John Sander with Durham office of the NCDOT at 919-220-4600 for approval. Once the applicant shows proof of permission from NCDOT, the City will proceed with their approval process.
3. The applicant will be notified with the status of the request within 5 business days of application accompanied by proof of NCDOT approval and ABC permit, if required.
4. Please note the following:
  - a. Trash and recycling receptacles are not provided by the City. The applicant will need to provide the appropriate receptacle or contact Waste Industries at 919-693-8669 for larger events.
  - b. It is also the applicant's responsibility to provide power, i.e. generator, for any items requiring the same.
  - c. Tents and membrane structures having an area in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the *fire code official*. Contact the *fire code official* at 919-603-1142.
  - d. Portable open-flame devices (gas or liquids fueled devices used for heating or cooking) shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material. An approved ABC 5lb. fire extinguisher shall be on-site and easily assessable during the operation of this equipment.

- e. Applicants are responsible for insuring that a clear 12' driving lane remains available for emergency vehicles . Any street closing that restricts all access to any property, or portion of property, shall be inspected by fire code officials at the time of the closing. If you have questions about this requirement contact the *fire code official* at 919-603-1142 BEFORE setting up the event area.
  - f. Applicants are responsible for notifying neighbors affected or blocked by the temporary street closing prior to receiving approval by City.  
Temporary street closing for the purpose of a 5-k or similar event where the route is closed for a short period are not required to notify neighbors.
  - g. Applicants shall provide a copy of the ABC permit allowing their serving of alcohol.
5. The party responsible for the event shall maintain a copy of the approved street closing form at the event.



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

Organization requesting street closure: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Street Closing start time: \_\_\_\_\_ Street Closing end time: \_\_\_\_\_  
(please allow enough time for set up and removal of trash and any equipment at the conclusion of your event.)

Street(s)/Intersections(s) to be closed:

\_\_\_\_\_

Purpose of Event – detailed:

\_\_\_\_\_

Yes \_\_\_ No \_\_\_ Use of tents/membrane in excess of 400 sq. feet?

Yes \_\_\_ No \_\_\_ Use of portable open-flame devices (*gas/liquid fueled for heating/ cooking*)?

Yes \_\_\_ No \_\_\_ Serving Alcohol? (attach copy of permit)

Yes \_\_\_ No \_\_\_ Did you notify neighbors?

Yes \_\_\_ No \_\_\_ Did any neighbors object to the street closing?

**The applicant is responsible for all procedures and guidelines as stated in the Procedure for Temporary Street Closing Request Form.**

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

.....  
(for office use only)

Approved as Submitted: \_\_\_\_\_ Denied: \_\_\_\_\_

Approved with Conditions:

\_\_\_\_\_

Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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LIABILITY WAIVER FORM

For Use of City of Oxford Owned Property for Street Closing

\_\_\_\_\_ will be sponsoring \_\_\_\_\_  
(Name of Organization) (Name of Event)

On: \_\_\_\_\_ .  
(Date)

We have requested the temporary street closure located at:

\_\_\_\_\_  
(streets/intersections to be closed)

From: \_\_\_\_\_ to: \_\_\_\_\_ .  
(start time) (end time)

**FACILITY WAIVER RELEASE**

I certify that the information I have given is accurate. I have read the rules and regulations pertaining to the use of City of Oxford property for the purpose of a street closure event. [A] Applicant will be responsible for all injuries caused by such use. [B] Hours will be strictly observed. [C] Applicant shall be responsible for reimbursing the City for any loss or damage to the City property caused by such use. [D] In consideration of participation as specified at location shown on the above dates and times, applicant does hereby release and hold harmless the City of Oxford and its staff from any and all liability or claims for damage or injury to person or property due to applicant's use of said street, by reason of any act or omission by the City of Oxford, or any of its officers, agents or employees or the condition of its property.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Printed name of person held responsible)

\_\_\_\_\_  
(Signature of person held responsible)

\_\_\_\_\_  
(Name of Organization)