



**CITY OF BURLINGTON  
 TEMPORARY STREET CLOSING PERMIT  
 City Code Section 32-50**



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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Street Closing: \_\_\_\_\_

Name of Street to be Closed: \_\_\_\_\_

from \_\_\_\_\_ Street to \_\_\_\_\_ Street

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

*(Date)*

*(Time)*

*(Time)*

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

**I certify that this request for a temporary street closing is for a “non-profit event.” I have read and understand the above requirements: \_\_\_\_\_ *(Petitioner Name)***

**City of Burlington Office Use Only**

*Please check Approved or Denied: If necessary, please attach recommendations or explanations if denied.*

*Approved*    *Denied*: \_\_\_\_\_ *Date*: \_\_\_\_\_

*City Manager, Hardin Watkins*

*Approved*    *Denied*: \_\_\_\_\_ *Date*: \_\_\_\_\_

*Traffic Division, Police Department*

*Approved*    *Denied*: \_\_\_\_\_ *Date*: \_\_\_\_\_

*Fire Marshal, Fire Department*

*Approved*    *Denied*: \_\_\_\_\_ *Date*: \_\_\_\_\_

*Traffic Division, Transportation Department*

*City of Burlington  
 City Manager's Office  
 PO Box 1358 – Burlington, NC 27216  
 Phone: 336.222.5023  
 Email: [bsmith@burlingtonnc.gov](mailto:bsmith@burlingtonnc.gov)*

## **Temporary Street Closing Terms & Conditions**

- 1) City Manager may only consider and give approval of a temporary street closing for “non-profit events.”
- 2) Requests must be submitted to the City Manager’s office ten days prior to the event.
- 3) No obstructions shall be permanently placed within the right-of-way that will block both lanes of travel. An emergency access of one-lane width will need to be maintained free of permanent obstructions. Fire hydrants shall remain unobstructed and means-of-egress from all structures within the requested area shall be kept clear.
- 4) Burlington City Code Ordinance - Chapter 15, Section 15-1 - Consumption on Public Property:  
*“It shall be unlawful for any person to consume any malt beverage or unfortified wine in or on any public street, sidewalk, alley or other public property within the City.”*
- 5) The approved closure permit must be on site of the closure.
- 6) Duration of temporary street closing may not exceed six hours and no more than two City blocks may be involved in the closing.
- 7) Temporary street closing request must be reviewed by the Police and Fire Departments to insure that public safety will not be compromised.
- 8) Requesting organization or applicant shall be responsible for notifying adjacent businesses, residents, and other applicable parties prior to the closure.
- 9) Requesting party shall be responsible for public security, if necessary, and shall also provide clean up after the event, if necessary.
- 10) The City Manager may require evidence that the requesting party has liability insurance which would protect the City from any claims arising out of the event or the use of the public streets for such event.
- 11) The City Manager will not consider requests that are determined to be inconsistent with the overall public welfare and safety of the City and its citizens.
- 12) Application for street closing must be made at least 10 working days prior to the requested event.
- 13) Purpose for the closing and the event must be one that will benefit the citizens generally or a particular neighborhood.
- 14) City Manager cannot approve closings of roads or streets that are part of the State highway system.
- 15) City staff will place the barricades on the side of the street the day before your event. Please set the barricades out when you are ready to close the street and simply remove them when you are finished.
- 16) Closing requests that fall outside of the above mentioned guidelines will be submitted to the City Council for consideration.