



# CITY OF BURLINGTON

## Temporary Street Closing Request

## *Application for Permit*

*Requests blocking a street in the Burlington central business district for a special event that occupies a street requires approval by City Council. Please contact Administration at 336-222-5020 with questions or comments.*

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

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

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

Street Name to be closed: \_\_\_\_\_ between \_\_\_\_\_  
(Cross Street)

and \_\_\_\_\_  
(Other cross street) (Addresses at both ends of proposed street closure)

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Date and Day of Week) (Start Time) (End Time)

### **Purpose of Closure:** *(Provide a detailed description)*

*If additional dates are requested; provide the dates & times in the description area.*

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I certify that this request for a temporary street closing is for a "non-profit event." I agree to comply with the provisions of the governing City Code and regulations and any other special conditions imposed by the City.

\_\_\_\_\_ *(Applicants Signature)* Date \_\_\_\_\_

Administration administers the processing of these permits in cooperation with the City's Police, Fire, Engineering, Street Department, Transportation Department and the City Manager.

After review by concerned departments, Administration staff will contact you and provide approval, along with a permit, subject to the rules and provisions contained in the governing section. Applications may be denied if any concerns are discovered that would have a negative impact on the public health, safety and welfare.

Upon completion of the application, please return it, in person, by mail (**City of Burlington/Administration, P.O. Box 1358, Burlington, NC 27216**) or by email to [pshepard@burlingtonnc.gov](mailto:pshepard@burlingtonnc.gov) . Applications should be filed at a minimum of 10 weekdays prior to date of request to provide enough time for review.

## Permit Requirements

*Applications for permits in conflict with the governing Code will be denied or amended by provisions to conform to the Code.*

1. All property owners or occupants whose sole route to and from their residences or business that will be affected by the street closure must be notified by the applicant. Evidence of notification must be provided with application.
2. The City will provide suitable barricades to the permittee to block the street prior to the event. The permittee will remove and replace them to the side of the street after the event for Street Division to pick up the following weekday. Intersections CANNOT be closed.
3. This permit only closes the road to vehicular traffic. This permit does not allow for structures in the street, inflatables, alcohol or other activities within the street.
4. Access must be provided to all emergency vehicles in case they are needed. Therefore, parking must be limited to one side of the street only in permitted places.
5. This permit is only valid for the date and time indicated in the attached application and/or provisions.
6. The applicant shall indemnify and hold harmless the City of Burlington from any and all liability and damages arising out of the permitted use, obstruction, or blocking of any street, street right-of-way, or other public easements or facilities.
7. The permittee may be required to purchase liability insurance, in an amount determined by the City Manager or his representative to be suitable to the nature of the permit, and to include the City as an additional named insured.
8. Requesting party shall be responsible for public security, if necessary, and shall also provide clean up after the event.
9. Failure to comply with any requirement or condition in this document shall be a basis to withdraw permission to close the street.
10. The governing Ordinances of the City of Burlington must always be observed.
11. **Review Burlington Code of Ordinance – Chapter 4 Alcoholic Beverages Sec. 4.1 Consumption on Public Property** and **Chapter 34.50 Streets and Sidewalks**
12. **PERMIT MUST BE IN THE APPLICANT’S POSSESSION AT ALL TIMES DURING THE EVENT.**



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### Overview of City of Burlington Code of Ordinances governing Temporary Street Closure Applications

#### Chapter 34 Streets and Sidewalks

Sec. 34.50. - Permit required when a street will be blocked or obstructed.

No person shall obstruct or block any street or sidewalk in the city without a written permit. Blocking a street in the central business district, or however that district may hereafter be classified, for a special event that occupies a street requires approval by the city council. Blocking a street in any other district or for any other purpose requires written permission from the city manager.

(August 21, 2018 recodification) Cross reference: Chapt 31 Recreation and Parks, Sec. 31.44 Special Event Permits

The permittee may be required to execute an indemnification holding the city harmless from any and all liability and damages arising out of the permitted use, obstruction, or blocking of any street, street right-of-way, or other public easements or facilities.

The permittee may be required to purchase liability insurance, in an amount determined by the city manager or his representative to be suitable to the nature of the permit, and to include the city as an additional named insured.

The city manager or his representative may impose reasonable conditions in the approval of permits under this section. (Code 1959, § 27-36; Ord. No. 85-73, § 3, 10-15-85)

#### Chapter 4 Sec 4.1 – Consumption on public property

##### Chapter 4 – ALCOHOLIC BEVERAGES

##### ARTICLE I. PUBLIC PROPERTY

##### Sec. 4.1. – 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. Provided, however, it shall be lawful for any person to purchase and consume malt beverages and unfortified wine at Indian Valley Golf Course, Burlington Athletic Stadium, Paramount Theater, the Historic Depot, Willowbrook Arboretum, and the Downtown Municipal Service District with the exception of the Lexington Avenue Municipal Building and surrounding grounds and parking lot, and the Davis Street Municipal Annex Building and surrounding grounds and parking lot, provided necessary permits and approval have been secured.

It shall be lawful to purchase and consume malt beverages or unfortified wine at Regional Park (City Park) for city sponsored events at the annual Burlington Carousel Festival and in accordance with all provisions contained in Chapter 18B of the North Carolina General Statutes and any and all regulations which have been or may be promulgated thereunder. (Section amended by ordinance of April 2016)