

INSTRUCTIONS FOR APPLYING FOR STREET CLOSURE PERMITS

The Chief of Police or his/her designee will have the authorization for issuing, amending, rescinding, or denying **Street Closure Permits** for events such as block parties, street dances or other events **where a street closure is necessary for public safety**. Applications for such permits can be obtained at the St. Petersburg Police Department (1301 First Avenue North, St. Petersburg, Florida, 33705) or online at <http://www.stpete.org/police/usb/special-events.html>. Applications must be submitted to the Special Events Unit of the St. Petersburg Police Department **at least ten (10) business days prior (weekends and holidays are not counted)** to the scheduled event. This time is necessary as other City Departments must approve the closure, order and schedule the delivery of the barricades. **THERE WILL BE NO EXCEPTIONS TO THIS TIME REQUIREMENT.** A completed application will include the following:

1. Name(s) of the person, group or organization sponsoring the event.
2. Date, time and duration of event. (In accordance with City Ordinances governing excessive noise, events associated with an approved Street Closure must end by 11:00 PM. Other City Ordinances and Florida Statutes governing noise, alcohol, traffic, parking and disorderly conduct will still be in effect and will be enforced.)
3. Desired location (including a map).
4. Abutting property owner(s) approval.
5. The cost for the Street Closure Permit is **\$30.00 for each roadway to be closed**. A check or money order should be used for payment and the either should be made out to: **The City of St. Petersburg. Cash will not be accepted as payment.** This covers the cost for barricades, which are required for the street closure. The cost could be higher as determined by the Traffic Engineering Department if more than the usual number of barricades are needed.
6. If Alcoholic Beverages are to be sold or served, proof of Liquor Liability Insurance will be required. Also, the presence of alcohol at the street closure **MAY** require the hiring of off-duty police officers.

Applicants will provide adequate supervision for the activity, ensuring the safety of the participants and the protection of all persons and property. Applicants will also be responsible for cleaning-up the affected area after the event has ended. There will be **NO** vending (sale of foods, beverages, etc.) without the proper City permits and/or licenses. All applicants and/or event organizers will ensure that the event complies with all City Ordinances and Florida State Statutes.

Barricades will be dropped at the designated locations and it will be the responsibility of the applicant to place the barricades across the roadway at the beginning of the event and then to also remove them from the roadway at the conclusion of the event.

Should the location for the event be determined to be unsuitable, an alternate site may be recommended. If the permit is approved, the applicant will be mailed or e-mailed a copy of the Street Closure Permit. The applicant should retain this approved copy until the event has concluded. The original permit and check/money order will be sent by the Special Events Unit to the Traffic Engineering Department. Staff, in that department, is responsible for delivery of the barricades and processing the payment. If the application is denied, the applicant will be notified of the denial and the reason for it.

The Chief of Police or his/her designee may deny an application or amend or revoke an approved application at any time. Reasons for denial may include, but are not limited to: submission after the 10 business day limit, incomplete application, problems with previous closures or another approved event which takes precedence. Reasons for amendment or revocation of a permit may include, but are not limited to: numerous or repeated complaints regarding the closure, violations of any statute or local ordinance, falsification of the application or another approved event which takes precedence.

KEEP THIS SHEET FOR YOUR RECORDS



ST. PETERSBURG POLICE DEPARTMENT

Street Closure Permit Application



St. Petersburg Police Department, 1301 1st Avenue North, St. Petersburg, FL 33705, Office (727) 893-7154

In accordance with the provisions set forth by the Mayor of the City of St. Petersburg, the undersigned hereby applies for a Street Closure Permit and provides the following information and represents that it is true and correct and accepts that the City of St. Petersburg may, at any time, amend or revoke this application:

Event Information			
Name of Event			
Date of Event			
Event Times	Roadway Will Be Closed From:	AM PM	To: AM PM
	Event Begins:	AM PM	Ends: AM PM
Roadway To Be Closed			
	From What Street:	To What Street:	
Purpose of Event			
Estimated Attendance			
Items Placed in the Roadway	<input type="checkbox"/> Bounce Houses <input type="checkbox"/> Tents (900 Sq. Ft or Greater) <input type="checkbox"/> Other(_____) <i>*Some items placed in roadway may require additional insurance or permitting*</i>		
Alcoholic Beverages	Will beer, wine or any alcoholic beverages be served or sold as part of this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, proof of Liquor Liability Insurance MUST be included with this application. Also, this MAY require the hiring of off-duty police officers.		

Applicant Information			
Applicant (MUST Be Completed)			
Name			
Address			
City, State, Zip			
Phone Numbers	Cell:	Work:	Home:
E-Mail Address			

Organization			
Name of Organization			
Address			
City, State, Zip			
Phone Numbers	Cell:	Work:	Home:
E-Mail Address			



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Signature and Notary

The applicant, for themselves and for the other persons, organizations, firms and corporations listed in the **Applicant Information** section of this application, does hereby contract and agree that they will jointly and severally indemnify and hold the City of St. Petersburg, Florida, harmless against liability for any and all claims for personal injury, property damage, or wrongful death arising out of or resulting from the issuance of this permit or the conduct of the event or its participants.

The event organizers and the expected conduct of the participants will conform to all requirements of law and all ordinances of the City of St. Petersburg and County of Pinellas.

Signature of Applicant: _____

Date: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

Notary Public _____

Special Conditions of Permit by Chief of Police (or Designee)

Permit Approval

The application for a Street Closure Permit is hereby granted subject to all of the terms listed in the permit application as well as any Special Conditions listed above.

Chief of Police or Designee

Date



ST. PETERSBURG POLICE DEPARTMENT

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Property Owner Approval Signature Sheet

We, the undersigned property owners in the City of St. Petersburg, Florida, **have no objections** to the street abutting our property being temporarily closed for the time span indicated below:

Date Closure Begins: _____	Time Closure Begins: _____ AM PM
Date Closure Ends: _____	Time Closure Ends: _____ AM PM

Roadway to be Closed: _____	From What Street: _____	To What Street: _____
2 nd Roadway to be Closed: _____	From What Street: _____	To What Street: _____

Printed Name

Signature

Address



ST. PETERSBURG POLICE DEPARTMENT

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Site Map

Please complete a map indicating the area you wish to have closed. Be sure to label the streets to be closed and include surrounding streets, alleys and any other vehicular accesses to the area. In lieu of drawing a map, you may provide a digital map printout of the area with the roadway(s) to be closed clearly marked. Please also provide any other details which need to be considered in approving this application.

Drawn by: _____

Date: _____