

# STREET CLOSING / PARADE REQUEST FORM

City of Athens  
 219 Alford Street, Athens, TN 37303  
 423-744-2745  
 publicworks@cityofathensn.com



## REQUESTER INFORMATION

Group/Organization	Phone	Fax
Address	Cell	Receive Text Messages? <input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/Zip	Email	

## CONTACT INFORMATION

Contact Person	Phone	Fax
Address	Cell	Receive Text Messages? <input type="checkbox"/> Yes <input type="checkbox"/> No
City/State/Zip	Email	

## EVENT INFORMATION

Name of Event	Theme of Event	Estimated Attendance
Type of Event (Check One)	<input type="checkbox"/> Utility/Construction <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Sport <input type="checkbox"/> Church/School <input type="checkbox"/> Other	
Starting Day / Date of Event	Starting Time of Event (Check AM or PM)	Starting Time of Closing (Check AM or PM)
Ending Day / Date of Event	Ending Time of Event (Check AM or PM)	Ending Time of Closing (Check AM or PM)

**NOTE:** To reserve public facilities or trails contact Parks & Recreation at (423) 744-2704 and attach a copy of written permit to this request. Please be advised streets will not be approved for closure for private parties, block parties, weddings, and other private events. For Events with a Parade, please complete "Parades" section on page 3. Closing times should be a minimum 30 minutes before & after your event. For downtown festivals it requires 1.5 hours to place barricades and 1.5 hours to remove barricades. Please include 1.5 hours before and after your event closing times.

## STREETS REQUESTED CLOSED (Request in writing to Public Works minimum three (3) days prior to standard event. Festivals require 4 week minimum prior to event.)

**NOTE:** For assistance determining streets requested closed, please contact the Traffic Control Foreman at City of Athens Public Works Department, 219 Alford Street, Athens, TN or call (423) 744-2745.

Street Requested Closed Example: Madison Avenue	From Street Example: White Street	To Street Example: Jackson Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street
Street Requested Closed	From Street	To Street

Request to Close Downtown City Parking Lot <u>Only</u> . (Check One)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**NOTE:** For additional streets, please list on an 8 ½ x 11 sheet of paper and attach to this request form in the above format.

## STREET CLOSING REQUEST MAP

NOTE: For assistance mapping streets requested closed, please contact the GIS Technician at City of Athens Public Works Department, 219 Alford Street, Athens, TN or call (423) 744-2774.

NOTE: Map should include plans for traffic control during the event. This map will be reviewed for safety and proper signage.

**PARADE PERMIT (Request in writing to Athens Police Dept. minimum four (4) weeks prior to event)**

16-110. Parades regulated. It shall be unlawful for any club, organization or similar group to hold any meeting, parade, demonstration or exhibition on the public streets without some responsible representative first securing a permit from the chief of police. No permit shall be issued by the chief of police unless such activity will not unreasonably interfere with traffic and unless such representative shall agree to see to the immediate cleaning up of all litter which shall be left on the streets as a result of the activity. Furthermore, it shall be unlawful for any person obtaining such a permit to fail to carry out his agreement to immediately clean up the resulting litter. (1972 Code, § 12-210; as amended by Ord. #866, § 1, Jan. 2000)

Describe what the parade will consist of such as floats, marching bands, marching/walking groups, and expected quantity of each.

Describe the parade route in detail. List starting point location, turns left/right onto what streets, give street names/landmarks, and location parade will conclude. Day/Date/Time Start/Time End should be included in "Event Information" section on page 1. For additional space use an 8 ½ x 11 sheet of paper and attach to this request form.

Describe an alternate parade route in detail. For additional space use an 8 ½ x 11 sheet of paper and attach to this request form.

Provide a map of the parade route and a map of the alternate route. For assistance mapping parade routes, contact the GIS Technician at City of Athens Public Works Department, 219 Alford Street, Athens, TN or call (423) 744-2774.

This information will be reviewed and you will be notified as to the status of your request. You will be required to appear at the Athens Police Department, 815 N. Jackson Street, Athens, TN 37303 to review and sign the permit prior to its issuance if approved. If you have questions, pertaining to this Parade Permit, please contact the Athens Police Department at (423) 744-2730 8:00 a.m. to 5:00 p.m. Monday-Friday.

**TO BE COMPLETED BY POLICE DEPARTMENT**

This Parade Permit is authorized for, and issued to:

Represented by:

This Parade Permit is for a parade only for:

This Parade Permit is approved as stated in the attached map and the above written description/day/date/time.

This parade will not unreasonably interfere with traffic and all requirements of the City of Athens Code of Ordinances Section 16-110 and will be adhered to in all respects in reference to traffic and litter, and other City Ordinances and laws of the State of Tennessee that may apply.

Approval given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

City of Athens, Tennessee

\_\_\_\_\_  
Chief of Police

I acknowledge receipt of this permit, and certify that I appeared in person requesting this permit and read and understood City of Athens Code of Ordinance Section 16-110.

**X**

\_\_\_\_\_  
Requester

\_\_\_\_\_  
Date

**FIRE LANE REQUIREMENT**

The Athens Fire Department requires that all roads, even if they are closed, maintain a 12 foot unobstructed lane. No objects may be placed in the road that would restrict a fire truck from accessing. Does your closing request include a 12 foot unobstructed lane on each road?

(Check One)  YES, 12 foot unobstructed lanes ARE included in closing plan.  NO, 12 foot unobstructed lanes ARE NOT included in closing plan.

NOTE: Contact the City of Athens Fire Department at 815 N. Jackson Street, Athens, TN or call (423) 744-2760 if you have questions.

**INSURANCE REQUIREMENTS**

Requesters of **all** closings must carry Liability Insurance in an amount **no less** than \$1,000,000, and if vehicles are used during the event, Vehicle Insurance in an amount of **no less** than \$1,000,000, and have the City of Athens, 815 N. Jackson Street, Athens, TN 37303 listed as **"additionally insured"** and submitted on a standard **ACORD** Certificate of Liability Insurance form. Requesters **must** include the **ACORD** Certificate of Liability Insurance form with the Street Closing Request Form. Street Closing Requests **will not** be processed unless the **ACORD** Certificate of Liability Insurance form is submitted with the Request Form.

(Check One)  Liability & Vehicle Insurance- Vehicles will be used in this closing  Liability Insurance only- No vehicles will be used in this closing.

**CITY EQUIPMENT USED / LOANED**

Requesters may borrow traffic control devices such as traffic cones, #1 Barricades (A-Frames), #2 Barricades (Saw Horses), Signs, Traffic Tape, Stop/Slow Paddles, Lights, Gloves, and Safety Vest for street closings. (See replacement cost chart for lost/stolen/damaged items.)

Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
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Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total
Item Description	Quantity	Unit Price	Total

Requester accepts responsibility for the loaned city equipment as listed above. By signing below, the Requester agrees to reimburse the City of Athens the replacement cost of items lost, stolen, damaged, or not returned to the city after the requested closing has ended.

**X** Requester's Signature Date

**UTILITY CONNECTIONS**

NOTE: Connections for electricity during downtown events may be obtained by contacting the City of Athens Parks & Recreation Dept. at 815 N. Jackson Street, Athens, TN or call (423) 744-2704.

Please list the address of each location where electrical connections are being requested. For additional locations, please list on an 8 ½ x 11 sheet of paper and attach to this request form.

- Location
- Location
- Location
- Location
- Location

**AFFECTED BUSINESSES / RESIDENTS**

Requester, whose closing may affect access to businesses or residents in the requested closing area, must obtain signatures from all said businesses/residents stating they have no objections to the requested closing. It shall be the Requester's responsibility to submit these signatures at the time the Street Closing / Parade Request Form is submitted to the City of Athens, TN.

I, the undersigned business owner/representative or resident, have read the above Street Closing / Parade Request. I understand that this closing may affect access to my place of business / residence. By signing below, I am acknowledging that I have no objections to the requested closing for the days, dates, or times being requested.

Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
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Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature
Business / Resident Name	Business / Resident Address	Phone Number	Signature

NOTE: For additional businesses / residents, please list on an 8 ½ x 11 sheet of paper and attach to this request form.

**NOTIFICATION OF APPROVAL / DENIAL OF REQUEST**

A representative from the City of Athens, TN will contact the Requester to advise of either approval or denial of the requested street closing / parade or if additional information is necessary. This contact may be by phone, email or U.S. Postal Service mail.

NOTE: Please remember Parade Requests and Festivals must be submitted a minimum of 4 weeks prior to event and standard Street Closing Requests must be submitted a minimum of 3 days prior to event.

This document has been designed to establish clearly defined communications between all parties involved and/or affected by street closings/parades or other public events within the corporate city limits of the City of Athens, TN

Your participation in the collection of precise and accurate information is greatly appreciated by all those involved. Thank you.

**PLEASE RETURN COMPLETED FORM BY MAIL: CITY OF ATHENS PUBLIC WORKS DEPARTMENT  
219 ALFORD STREET  
ATHENS, TN 37303**

**OR BY EMAIL: [publicworks@cityofathensn.com](mailto:publicworks@cityofathensn.com)**

**ESTIMATED REPLACEMENT COSTS OF EQUIPMENT**

Item Description	Price Each		
#1 Barricade (A-Frame)	\$ 75.00		
#2 Barricade (Sawhorse)	\$128.00		
Orange Safety Cone w/Reflective Collar	\$ 23.00		
Traffic Barrels w/ base	\$ 70.00		
Flashing Light w/ 6V battery	\$ 26.00		
Detour Sign	\$ 55.00		
Parking Sign	\$ 80.00		
Road Closed Sign	\$ 80.00		
Road Closed To Thru Traffic Sign	\$ 98.00		
Event Parking Sign	\$ 80.00		
Lane Closed Sign	\$150.00		
Sign Stand	\$150.00		
Stop/Slow Paddle	\$ 50.00		
Litter Sticks	\$ 10.00		
Litter Grabbers	\$ 20.00		
Traffic Tape	\$ 6.00		
Safety Vest (Disposable)	\$ 2.00		
Safety Vest (Mesh)	\$ 18.00		

Pricing for additional items may be determined during closing request process.

**SIGNATURES OF APPROVAL (For City Use Only)**

Traffic Control Foreman	Date
Public Works Director	Date
Police Chief	Date
Fire Chief	Date
City Manager	Date
Risk Management Director	Date
Parks & Recreation Director	Date