

City of Portland
Office of Transportation

Community Event Street Closure Permit
Application Packet

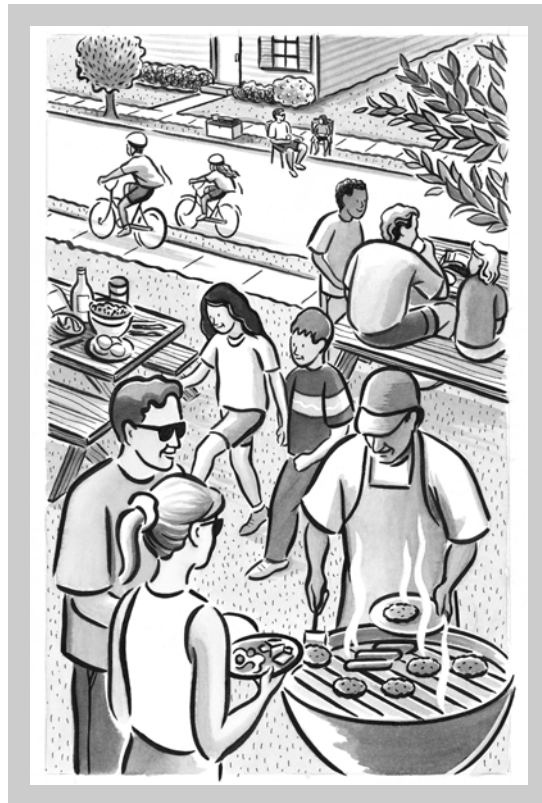


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Community Event Street Closure Permit Requirements

The City of Portland encourages community celebrations. A street may be closed for an event that is non-political, or non-commercial and provides a civic benefit to the community. The street closure is for restriction of vehicular access only, pedestrian access must be maintained at all times and the event must be free of admission charge to the general public at all times. Applications shall meet all requirements prior to permit issuance. There is no fee for community event permits.

If alcohol consumption or sales are planned for the event, a City Council Ordinance must be passed. A fee is charged for the processing the ordinance. If alcohol is to be served or consumed during the event, please submit the application six weeks prior to the event date. All Oregon Liquor Control Commission (OLCC) permits shall be obtained and requirements met, please contact the OLCC for requirements.

Requirements for a community event street closure permit

All of the following are required as the "application packet":

1. Completed application form (see page 2).
2. Signed Rules of Conduct for Community Event Street Closure Permits form (see page 3).
3. A site plan showing proposed streets to be closed and all items to be placed in the right-of-way. A minimum 15 ft wide emergency access lane shall be provided at all times.
4. Complete Traffic Control Plan (TCP) indicating how you intend to redirect traffic around the event (an example TCP can be found on page 4). The TCP and site plan may be submitted on the same drawing.
5. Certificate of Insurance and additional insured endorsement (see page 5).
6. A letter from the organization benefiting from the event that acknowledges relationship with the event.
7. A copy of the letter sent to your Local District Neighborhood Coalition (if Downtown, notify: The Business Alliance at 503.224.8684) explaining your event and soliciting their input. (see page 3)
8. A notification form with signatures from representatives of abutting properties on the street to be closed. Please include: address, printed name, phone and signature.

Please make a copy of all submitted application forms for your records.

Other considerations:

- If the event will have any type of ancillary sales contact the Bureau of Licenses @ 503.823.5157 to ensure you are in compliance with all business license laws.
- Please contact the following agencies for other permits and requirements that may apply:

Fire Bureau	503.823.3955
Noise Control Office	503.823.7350

For further questions or information please call: 503.823.7073

**Submit application packet to:
SSM/Community Events ~ 1120 SW 5th Ave. Room 800 ~ Portland, Oregon 97204**



**CITY OF PORTLAND
OFFICE OF TRANSPORTATION**

APPLICATION FOR MINOR/MAJOR COMMUNITY EVENT STREET CLOSURE PERMIT

Applicant _____ Date _____

Contact Person _____ Phone _____

Address _____

The event to take place in the City of Portland, Oregon

On _____ between _____ and _____
(street) (street) (street)

Type of event & event beneficiary _____

Date & Hours of event (include time for set-up before and clean-up after the event) _____

Below, please explain the purpose of your event and state specific details to assist in processing your permit.

Is alcohol to be served or consumed? YES NO

If yes, a fee of \$350 is required with this application for the required Ordinance for alcohol sales or consumption in the public right-of-way.

Would you like "No Parking" signs to be issued with your permit? These signs are to be placed on each side of the street to remove parking for your event. There is a fee for these signs. YES NO

Is the street you are proposing to close on a Trimet bus route? YES NO

All requirements on page 1 of the application packet are attached YES NO
If NO, please explain:

Applicant Signature _____

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SSM/Community Events ~ 1120 SW 5th Ave. Room 800 ~ Portland, Oregon 97204**

INFORMATION TO BE PROVIDED TO LOCAL NEIGHBORHOOD ASSOCIATION

Date: _____
(Letter for Major Community Events should be mailed four weeks in advance of event date)

Dear: _____
(Indicate name of Neighborhood Association)

We _____ are applying for a permit from Portland's Office of Transportation to close _____ between _____ and _____ on _____ in order to facilitate a community event. As part of the application process, we are required to provide to you the following information:

Name of group or organization having the event;

Name of non-profit recipient group (if other than group having the event);

Location of event;

Dates and times of event;

Details of event (expected attendance, live music, alcohol sales, etc.);

Event Coordinator and number(s);

Any other information pertinent to the event.

We would like your feedback on our proposed event and will strive to accommodate the needs of the neighborhood to make this event a success for everyone. Please contact me in writing or by phone at

(Telephone number).

You may also contact Dana Dister, Community Events Coordinator at the City of Portland's Office of Transportation, at 503.823.7887 or email her at dana@pdxtrans.org.

Sincerely,

(Name of Event Organizer)

Adopted Rules of Conduct for Community Event Street Closure Permits

Please read and initial each rule you wish to adopt during your event. This form must be completed prior to issuance of a street closure permit.

- _____ 1. No person shall violate any Federal, State or City of Portland Laws.
- _____ 2. No person shall enter or remain in or upon the Event area for unlawful purpose.
- _____ 3. No person shall enter or attempt to enter any portion of the Event area that is not open to attendees without authorization from the permit holder.
- _____ 4. No person shall take, deface, degrade, damage, or destroy any personal or real property located in or upon the Event area.
- _____ 5. No person shall be under the influence of any controlled substance or intoxication liquor at the Event.
- _____ 6. No person may light any object on fire except for smoking devices designed to be used for smoking tobacco
- _____ 7. No person shall unreasonably interfere with the physical operation of the Event.

Adopted Rules of Conduct have been noted above and approved/disapproved by the applicant (name/title/date)

X _____

Designation of person(s) in charge	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

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Portland, Oregon 97204**

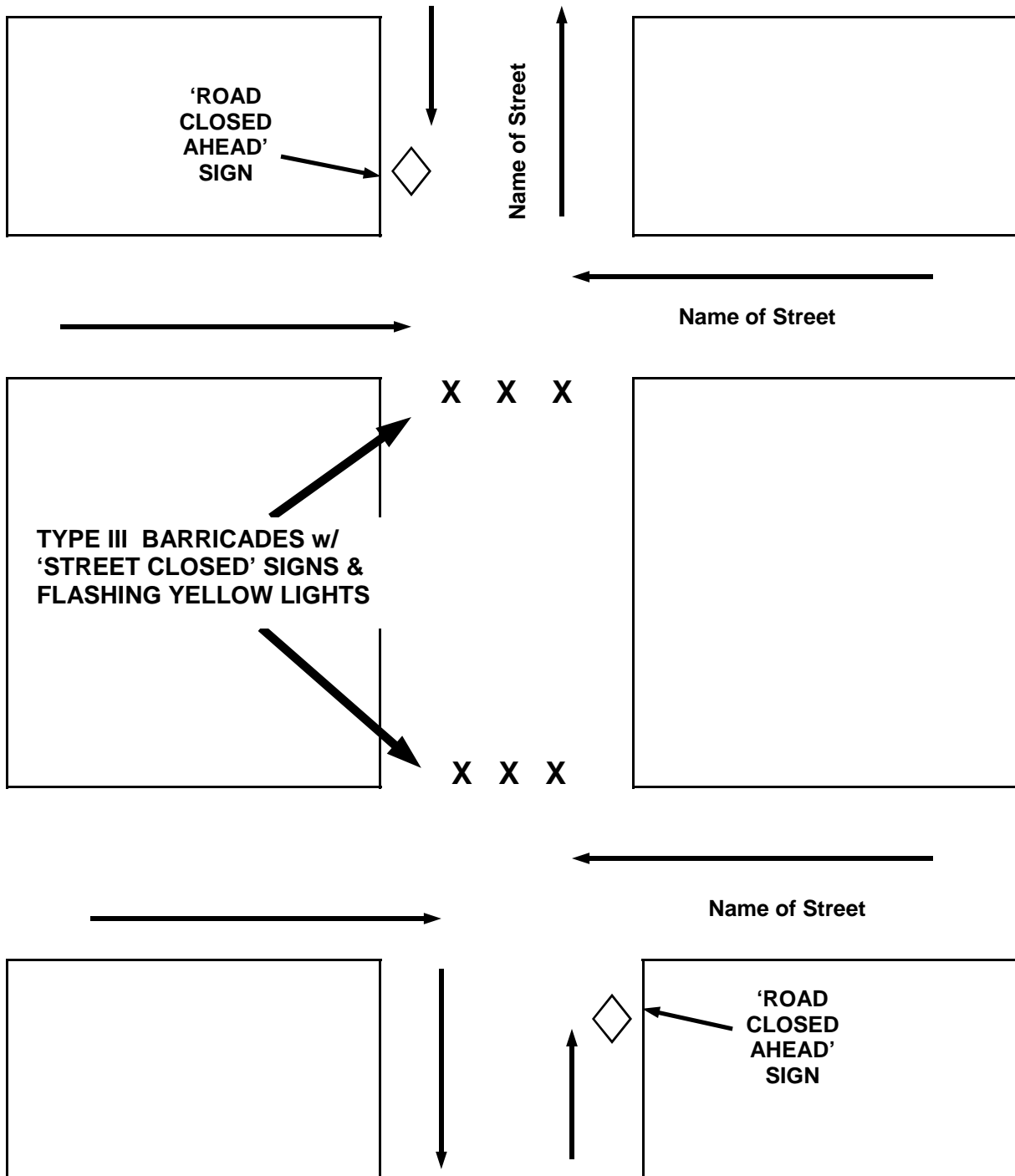
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FOR OFFICE USE ONLY

Permit #:

Issued for date(s):

Example Traffic Control Plan



INSURANCE REQUIREMENTS FOR CITY OF PORTLAND OFFICE OF TRANSPORTATION RIGHT-OF-WAY PERMITS

PLEASE ALLOW 4 TO 6 BUSINESS DAYS FOR PROCESSING.

The City of Portland requires:

1. A Standard Certificate of Liability Insurance, with the City of Portland, 1120 SW 5th Avenue, Suite 800, Portland, OR 97204 named as the Certificate Holder.
2. An additional insured endorsement naming the City of Portland as an additional insured. The following types of endorsements are acceptable:
 - A. City of Portland endorsement form, or
 - B. CG 20 12 11 85 (a standard insurance industry form for 'Additional Insured - State or Political Subdivisions - Permits')

Additional Insured Endorsement - Option A above: City of Portland endorsement form

Required information on the top section of the form: Insured Person or Business, Name of Insurance Company, Policy Number, Effective Dates of the policy. Endorsement shall be signed by an authorized person from the insurance company and dated.

Additional Insured Endorsement - Option B above: CG 20 12 11 85

Fill in the **Policy Number** on the additional insured form. In the section "State or Political Subdivision" type in the words "**City of Portland.**" In addition, typing the name of the insured person or business is highly recommended (in case paperwork gets separated).

Minimum Requirements for Liability Insurance

- \$ 50,000 - per claimant for property damage;
- \$200,000 - per claimant for all other claims arising out of a single accident or occurrence;
- \$500,000 - for any number of claims arising out of a single accident or occurrence; or
- \$500,000 - combined single limit (*or general aggregate*) policy.

Purpose of Permit

In the section of the certificate "DESCRIPTION OF OPERATIONS/LOCATIONS...", indicate specific information regarding the permit such as for a sidewalk café or sidewalk vending otherwise indicate 'all operations.' for work at more than one location. The additional insured endorsement should be referenced in this section.

Cancellation Notification

The City of Portland requires thirty (30) days notice from the insurance company prior to terminating or canceling the policy, this should be indicated on the policy.

Regulations

The insurance certificate is intended to protect the public from any liability it may incur under the Oregon Tort Claims Act as a result of granting the requested permit. The insurance certificate and the endorsement shall be approved by the city attorney prior to permit issuance for permits requiring insurance. ORS 30.270 sets the current liability limit under the Oregon Tort Claims Act. The City of Portland requires proof of insurance in amounts corresponding to the Tort Claims Act limits.

Official Mailing Address:

City of Portland
Street Systems Management
1120 SW 5th Avenue, Suite 800
Portland, OR 97204-1971

If you have further questions, please call Street Systems Management at (503) 823.7614. Fax number (503) 823-4554.

This Form to be Attached to Permittee's Certificate of Insurance

INSURED: _____

AFFORDING CO: _____

POLICY NUMBER: _____

EFFECTIVE: _____

The policy shall bear also the following endorsement:

"Without prejudice to coverage otherwise existing herein, the City of Portland, its officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the permittee within the City of Portland, Oregon."

"It is understood and agreed that this policy shall not terminate or be canceled without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the Office of the City Engineer, 1120 SW 5th Avenue, Room 825, Portland, Oregon 97204-1971."

Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insured would have been liable if only one person or interest had been named as insured. The coverage applies as to claims between insureds on the policy. This endorsement assures that the policy complies with the terms and conditions of the named insured's permit with the City of Portland."

Authorized Representative Signature

Dated: _____

Name & Address of Certificate Holder:

City of Portland
City Engineer
1120 SW 5th Avenue, Room 825
Portland, OR 97204-1971