

TOWN OF CHAPEL HILL

APPLICATION FOR A PERMIT FOR A TEMPORARY OUTDOOR EVENT IN OR NEAR PARKING LOTS OR PUBLIC STREETS

SPONSOR'S NAME _____

ADDRESS _____

PHONE _____

CONTACT PERSON _____

Proper safety measures and a permit from the Town of Chapel Hill are required for events including exhibitions, fairs, carnivals, neighborhood block parties, and other activities involving the congregations of people in or near parking areas on public streets. THIS PERMIT REQUEST FORM MUST BE SUBMITTED TO THE OFFICE OF THE CHIEF OF POLICE AT LEAST 10 WORKING DAYS PRIOR TO THE DATE OF REQUEST.

A copy of the Town Ordinance concerning these events appears on the reverse side of this form. Additional information can be obtained by calling the Police Department at 968-2760, or with the Town Manager's Office at 968-2743.

GENERAL DESCRIPTION OF EVENT:

DURATION OF EVENT _____

(List Dates, Times) _____

SET-UP & CLEAN-UP _____

DATES & HOURS _____

DESCRIPTION OF SAFETY AND OTHER MEASURES (ATTACH A SKETCH)

- 1. Means to separate vehicular and pedestrian traffic
2. Measures to control and direct vehicular traffic on public or near private streets with qualified personnel SEE "SECURITY NEEDED" BELOW
3. Other information

SECURITY NEEDED: YES ___ NO ___; IF "YES," # OF OFFICERS NEEDED: ___; TOWN SPONSORED FUNCTION: ___; PRIVATE FUNCTION: ___; IF "YES," "PRIVATE FUNCTION," AND REQUESTING CHPD OFFICER(S), MUST EITHER PROVIDE PROOF OF WORKER'S COMP COVERAGE FOR OFF-DUTY OFFICERS OR OBTAIN CONTRACT FOR SERVICES OF TOWN.

APPROVED BY: _____ IF NOT APPROVED, WHY _____

DATE: _____

Sec. 11-91 INTENT

The intent of this article is to protect the health, safety and welfare of spectators, pedestrians, drivers, and other persons participating in or attracted to the vicinity of temporary outdoor activities in or near parking lots or public streets.

Sec. 11-92 DEFINITION

"Temporary outdoor activities" shall be construed as including outdoor displays, exhibitions, carnivals, fairs, sales, neighborhood block parties, and similar activities which involve, or are likely at some time to involve, persons standing in an area normally used for a vehicular traffic or parking; but excluding street fairs and similar events for which the Council approves closing the streets to vehicular traffic.

Sec. 11-93 APPROVAL OF TOWN REQUIRED

A temporary outdoor activity as defined in this article shall be prohibited unless a permit for said activity is approved by the Town Manager or Manager's designee.

Sec. 11.94 CONDITIONS AND CRITERIA FOR APPROVAL OF PERMIT

The Town Manager or Manager's designee is authorized to issue permits for temporary outdoor activities as defined in this article upon a determination of compliance with the standards and conditions which shall be promulgated by the Manager and approved by Council for protecting the health, safety, and welfare of persons participating in or attracted to the vicinity of, or residing in proximity to, temporary outdoor activities.

Sec. 21-7.1 PUBLIC STREET CLOSINGS

No public street shall be closed for the repair, maintenance, or construction of public streets; building construction; installation or maintenance of utilities; house moving; or neighborhood block party without the prior written approval of the Town Manager.

No public street shall be closed for any reason not stated above except with the prior approval of the Council.

For the purpose of this section, a block party is defined as a social gathering organized by residents of a block or portion of a block within a street classified as residential in the Town's Design Manual issued in accord with Article 14 of the Chapel Hill Development Ordinance.

The Town Manager may, as a condition of approval of a temporary street closing for a neighborhood block party, establish requirements which may include but are not limited to:

- (a) That notice of a request to the Town for a temporary street closing be distributed by the requesting party to all residents of lots in a block proposed to be closed in its entirety or partially.
- (b) That information on residents' support for a requested temporary street closing be provided as part of application materials.
- (c) That one or more individuals requesting the street closing accept responsibility for clean-up of litter at the completion of the block party and for receiving directives from the Town's Police, Fire or other departments.
- (d) That safety measures such as parking vehicles at the end of the closed street area be undertaken, and that persons be stationed at the ends of the closed area to move vehicles or other barriers if necessary for emergency access.
- (e) That all applicable ordinances and regulation, including but not limited to Town ordinances regarding noise control and consumption of alcohol in public right-of-way, be complied with.
- (f) That clean-up of litter in the closed area be completed by a specified time.
- (g) That hours of the street closing not affect fixed route public transportation services.

The Town Manager is authorized to delegate responsibility for administration of this ordinance, and to establish administrative procedures including application forms and deadlines.