



CITY OF CHANHASSEN

STREET CLOSURES FOR NEIGHBORHOOD EVENTS

GENERAL REQUIREMENTS

1. Complete a street closure application form. Applications should be submitted to the City along with a \$10.00 application fee at least 2 weeks prior to the planned event.
2. Street closures will be conducted only on dead-end streets or cul-de-sacs. No thoroughfares or collector streets may be used. In addition, access to public facilities shall not be blocked. Road closures will only be granted when the City Engineer or the Engineer's designee determines that the closure will have no adverse effects on the safe function of the roadway.
3. All residents living on the street or block for which the event is planned shall request the street closure, or have been contacted by the applicant and do not object to the street closure. The applicant shall provide documentation that this requirement has been met. **Please use the attached Approval Sign-Up Sheet for signatures (use as many copies as are needed).**
4. Barricade equipment is required and can be provided by the city. Barricades or barrels will be delivered to the applicant's address the last working day before the event and picked up the first working day after the event. There is no charge for this service; however, a \$100.00 deposit is required and is returned to the applicant after the City picks up the barricades or barrels after the event. As an alternative, the applicant may rent barricade equipment from a City-approved vendor. In either case, setup and takedown of the equipment shall be the responsibility of the applicant.
5. A minimum twelve-foot (12') aisle must be maintained in the street to permit passage of emergency vehicles or vehicles of residents. Failure to maintain a twelve-foot aisle during the entire period of the event will result in denial of requests for subsequent street closures. Law enforcement personnel will monitor the event for strict adherence to this rule.
6. Adult supervision must be maintained at all times during the event. The City of Chanhasen is not responsible for damages or injuries incurred in connection with the event.
7. Applicant shall be responsible for the pick-up of trash and garbage within 12 hours of the end of the event.
8. Streets may not be barricaded later than 10:00 p.m.
9. No residents of the area designated shall be denied access to the event.
10. The City of Chanhasen reserves the right to approve or deny any request.



CITY OF CHANHASSEN

PERMIT APPLICATION FOR STREET CLOSURES FOR NEIGHBORHOOD EVENTS

Applicant Name _____

Applicant Address _____
Street City ZIP Code

Home Phone _____ Daytime Phone _____ Cell Phone _____

Email _____

Sponsoring Organization (if any) _____

Event Location (be specific) _____
(Street Name)

Between _____ and _____
(House Numbers or Street Names)

Date of Event _____ Hours of Event _____ to _____

I have read and understand the City of Chanhassen's General Requirements for Street Closures for Neighborhood Events.

Signature of Applicant: _____ Date: _____

Office Use Only		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Received:		Processed By:	
<input type="checkbox"/> \$10 Application Fee received.	Receipt No. _____	Received by: _____	
<input type="checkbox"/> \$100 Deposit received.	Receipt No. _____	Received by: _____	
Copies to:			
<input type="checkbox"/> Carver County Sheriff	<input type="checkbox"/> Engineering	<input type="checkbox"/> Fire Marshal	<input type="checkbox"/> Applicant
<input type="checkbox"/> Street Superintendent	<input type="checkbox"/> CSO		
Comments/Restrictions _____			

Block Party/Street Closure Approval Sign-up Sheet

By Signing This Sheet, you acknowledge being informed of this event.

Event approval will be based upon City ordinances & guidelines.

	Address (print)	Name(s) (print)	Signature(s) /email
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Organizer's Name(s): _____

Dates of Event: _____

Times of Event: _____