

CITY OF RICHMOND POLICE DEPARTMENT

SPECIAL OPERATIONS DIVISION

PERMITS OFFICE

Street Closure Information Sheet

This application is intended to initiate a request for a street closure in the City of Richmond. Please complete the following information on the street closure application to be approved for your event. Before you submit your application to the Richmond Police Permit Office, please make sure that the following steps have been completed. You will first need to register your event with the office of Ms. Priscilla Wright (Department of Parks & Recreation) at (804) 646-3998 **before** submitting your request.

- **Street Closure Application (must be received to the Richmond Police Department Permit Office a minimum of 15 Days prior to the requested closure date(s)).**
- **Petition Signature Sheet (Included in application)**
- **General Liability Insurance: The applicant is required to provide a certificate of insurance. You can get insurance through the City of Richmond by contacting either Donnel Stewart (804) 646-0107 or Nathan Barnette (804) 646-6165 at the City's Risk Management Office. The City of Richmond shall be named as an additional insured on the certificate NOT the Richmond Police Department. This information is also provided on the application form.**
- **It will be the applicant's responsibility to have the appropriate traffic control devices (road closure signs, traffic cones and no parking signs etc.) The equipment may be rented from the following traffic companies that are provided on the application form.**

Please note: It may be required to have Off-Duty Officers depending on the event. Please call the Off-Duty Office at (804) 646-0445 for further assistance.



City of Richmond
 Police Department
 Special Operations Division
 (804) 646-1717 / FAX (804) 646-1830



Street Closing Permit Application

APPLICANT INFORMATION			
Applicant Name:			
Business Name:			
Address:			
	Address	City	State Zip Code
Phone:			
	Home	Cell	Work Fax
Email			

PERMIT SPECIFICATIONS			
Location:			
	Street Name	From (Closure Starting Address or Intersecting Street)	To (Closure Ending Address or Intersecting Street)
Date:	Start Date:	End Date:	
Hours:	Start Time:	End Time:	
Purpose:			
Will restrictions be need on parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what type of restrictions?			
Will Off-Duty Police Officers be hired for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, you will need to contact the Off-Duty Coordinator for the Police Department at (804) 646-0445 and complete the necessary forms.	

ADDITIONAL COMMENTS

TO ALL APPLICANTS

Section 90-361 of the city code states “The Chief of Police may permit the temporary use of streets within the corporate limits of the City for other than public purposes and may close such streets and alleys connected therewith for public use and travel during the period of such temporary use; provided no matter advertising any thing or business is displayed in or on the street in connection with such temporary use, **and the person so permitted to use the street furnishes a commercial general liability insurance policy with a combined single limit of not less than one million dollars (\$1,000,000.00) per occurrence, issued by a company approved to do business in the Commonwealth of Virginia, insuring the liability of such person for personal injury or death and damages to property resulting from such temporary use. The “CITY OF RICHMOND” shall be named as an additional insured with at least forty-five (45) days notice of cancellation or non-renewal in the commercial general liability policy.** If you or sponsor does not have the required coverage, you can purchase “Special Event” coverage through the City Risk Management Office at (804) 646-0107 or 646-6165. The applicant shall furnish to the City a certificate of insurance containing the coverage, conditions and limits so outlined prior to the authorization of the street closure. When any street is temporarily closed, as herein authorized, and such street is an extension of the state highway system, the Chief of Police shall make adequate provisions to detour through traffic.

1. Local or Dead End Streets are normally eligible for closing. Arterial or major streets may be closed only with an extensive evaluation by the Department of Traffic Engineering.
2. **Application must be made to the Department of Police a minimum of fifteen (15) business days prior to the requested closing.**
3. **Applicant shall furnish an original certificate of insurance verifying Commercial General Liability Insurance coverage** in minimum limits of \$1,000,000.00 each occurrence, \$1,000,000.00 General Aggregate, \$1,000,000.00 Products/Completed Operations and \$5,000 Medical Expense provided by insurer acceptable to the City of Richmond insuring the liability of such person, firm, association, organization or corporation for personal injury or death and damages to property resulting from the temporary use. The City of Richmond shall be named as an additional insured with a minimum of 45 days notice of cancellation or non-renewal.
4. **It is the responsibility of the applicant to clean the public right-of-way of all trash and debris prior to the removal of the barricades.**
5. **The applicant shall be responsible for having appropriate traffic control devices installed** in accordance with the Uniform Manual on Traffic Control Devices to close roadways to vehicular traffic. Any “No Parking” signs shall be installed a minimum of 48 hours in advance by the applicant or his agent. All traffic control devices shall be removed immediately after the event is over.
6. **This application must be accompanied by a petition of the property owners in the affected area.** The petition is to include the signature, address and telephone number of residents / businesses in that area stating that they agree to the Street Closing.

Signature of Applicant

NOTE: Again, please make sure that the “City of Richmond” and NOT “City of Richmond Police Department” is listed as an Additional Insured on your Certificate of Insurance. The City offers insurance for Special Events – for information, call Donnell Stewart at (804) 646-0107 or Nathan Barnette at (804) 646-6165 at least 15 days PRIOR to the event.

Barricades and Traffic Control Signs may be rented from:	P. D. Brooks Traffic Control - 8376 Old Richfood Road - Mechanicsville, VA 23116 - (804) 746-5291
	Spivey Pavement Markings - 4440 Vawter Avenue - Richmond, VA 23222 - (804) 321-1395

RETURN APPLICATION TO:

**Richmond Police Department, Permits & Special Events Coordinator; 2219 Chamberlayne Avenue; Richmond, VA 23222
Phone: (804) 646-1717 - Fax: (804) 646-1830**

When using the “No Parking” signs, they must be affixed to a telephone pole or signs in the exact area that the parking permit lists for the special occasion or event. The “No Parking” signs must be placed in position no less than 48 hours prior to the event or occasion. This allows the residents and or other persons using this parking space sufficient timely notice to find alternate parking. It is your legal responsibility as the recipient of the temporary parking permit or street closure permit holder to make sure the “No Parking” signs are in place 48 hours before the event.

