

TEMPORARY STREET CLOSURE / PARADE PERMIT

Date Submitted _____

Permit Number _____

Event Sponsor _____

Sponsor's Address _____

Sponsor's Phone Number _____

Event Date _____

(PERMITS MUST BE APPLIED FOR 70 DAYS PRIOR TO THE EVENT)

Time of the Event _____

Time that the street needs to be shut down _____

Name of streets to be closed or parade routing, enclose a map:

Cost of permit: \$150.00 to be included with completed form

Enclose a copy of the certificate of insurance

FOR TOWN USE ONLY

Request submitted to VDOT on _____

Reply received from VDOT on _____

Emergency services notified of detours and closed street YES NO

Permit Approved on _____

Event sponsor notified on _____

STREET CLOSURE POLICY

It shall be the policy of the Town of Lawrenceville to accept petitions for closure of a public street only from non-profit organizations or civic organizations. It is the opinion of the Town that the closing of public streets shall not be permitted on request of private citizens or for profit businesses as this would set a precedent that would be impossible for the Town to control.

Street closure/parade request must be made to the Town of Lawrenceville at least seventy (70) days in advance of the event. The Town is aware that the actual street closure must be approved by the Virginia Department of Highways. All requests for closure must be accompanied by a check payable to the Town of Lawrenceville for \$150.00, \$100.00 of which is the fee charged by the Department of Highways for such closures.