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# CITY OF WHEATON

Mayor: Jacob Veldhouse • City Administrator: Amy Olson

## Road Closure/Special Event Permit Policy

### Policy

Special Events or circumstances requiring road closure(s) may be important to the function and well-being of residents, groups, or organizations in our community. The City of Wheaton is happy to assist in the provision of a quality outcome. The requirement of a permit application for all street closure(s) taking place on public property throughout the City of Wheaton ensures the activities proposed are in conformance with applicable laws and regulations and activities are not detrimental to public health, safety, or welfare. The permit process coordinates communication between the organizing body and the parties affected by the proposed closure/event.

### Procedure

**Your permit to hold an event is free.** To apply for a road closure or to hold a Special Event (SE) please review and complete the following application. This form, along with a Waiver and Release of Liability form, and a Signature Authorization Form must be completed before permission can be granted. The form can be mailed or dropped off at the Wheaton City Office. The Council meets the 2nd and 4th Thursday of each month.

### IMPORTANT SPECIAL EVENT RULES AND CONDITIONS

1. Special events are approved between the hours of 9:00 am and 10:00 pm. Some exceptions may be granted at the discretion of the Wheaton City Council.
2. The closure of a street should pertain only to local residential streets.
3. For residential special events, the Organizer/Applicant is responsible for obtaining signatures for a "sign-off" form from owners/residents on the block and at all kitty-corners to each end. Each home must be notified. The majority of the block (at least 75%) must be in agreement for the event to take place. This prevents people from being surprised on event day should it interfere with other plans.
4. The applicant must reside on the block being closed.
5. All structures, tables, etc. on the street and closure points must be easily removable. Emergency access must be maintained.
6. Adult supervision must be provided at all times.
7. Alcohol is not permitted on public property.
8. All activities and games are to be conducted at your own risk. Special insurance may be required and a Certificate of Insurance requested prior to approval.
9. Clean up, repair, or pay to repair damage to surrounding properties resulting from the event or attendees shall be the responsibility of the applicant. The City of Wheaton encourages the recycling for cans, bottles, paper, and cardboard, etc.
10. Loud amplification of music is prohibited. Exceptions can be made at the discretion of the City Council.
11. Applicants and all event participants must comply with all other applicable City, County, State, and Federal regulations.
12. This application must be approved by the City Council prior to the scheduled event.
13. City owned barricades/cones may be used when/if available. Applicant is responsible for picking up and returning in a timely manner.

**PLEASE KEEP THESE RULES FOR YOUR REFERENCE**



# ROAD CLOSURE(S) / EVENT PERMIT

**Date of Application:** \_\_\_\_\_

Date of Event/Closure:		Day of Week:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Location of Event/Closure (Include street name and from house # _____ to house # _____)									
Number of Homes Involved:			Number of Participants Expected:						
Actual Event Hours: _____ am/pm to _____ am/pm (10:00 pm is the latest)									
If this event is an evening event, please state how the event and surrounding area will be illuminated to ensure safety of the participants:									
Type of event, please describe activities, events, and plans for the event/closure:									

APPLICANT INFORMATION			
Event/closure Organizer-Name or Sponsoring Organization:			
Address:		Daytime Phone:	
Evening Phone:		Cellular Phone:	
Please List an alternative contact person "on-site" during the event:			
Name:		Phone/Cellular:	
NOTE: THE APPLICANT OR ALTERNATE MUST BE IN ATTENDANCE DURING THE DURATION OF THE EVENT AND IMMEDIATELY AVAILABLE TO CITY OFFICIALS.			

I have read and understand the Road Closure/Special Event Rules and Conditions (page one of this application);	
(Printed Name)	(Signature)

Approved

Denied

Signed: \_\_\_\_\_  
Mayor

Signed: \_\_\_\_\_  
City Administrator

