

Required Submittals for Special Event Permits Due 30 Days before Event

1. Application completely filled out and received back at the Town of Parker 30 days before the scheduled event for Town of Parker Council approval.
2. Drawing of parade or special event route
3. Name(s) and current phone number(s) of parade official(s) coordinating traffic control (i.e. sheriff, city police department, or DPS officers, etc)
4. Traffic Control Plan - alternate route for traffic mapped
5. A written signed statement from the organization with request (if non-profit organization)
6. Signed standard hold harmless clause
7. Proof of liability insurance
8. Surrounding Property Conflict completed

* Applicant will be responsible for obtaining all ADOT Highway Road Closure Permitting and provide copies of to the Town of Parker prior to the scheduled closure*



Town of Parker
1314 - 11th St Parker, AZ 85344
PH 928-669-9265 Fax 928-669-5247

Special Event * Parade * Street Closure

Permit Application

(Due 30 Days before Event)

Date of Event: _____

Applicant:

Date Received: _____

Name: _____

Mailing Address for Contact: _____

Phone Numbers: _____ AZ Sales Tax#: _____
(Applicant agrees to abide by or comply with all conditions of the applicable permit)

Sponsoring Organization:

Organization Name: _____

Head Person of Organization (if other than applicant):

Name: _____ Phone #: _____

Type of Event: (i.e., Street Closure, Parade, Block Party, Marathon, Assembly, etc.)

Description: _____

Special Event Route and Traffic Control Plan: (Must be shown on Map)

- Location of Parade, Assembly or Street Closure: _____
- Assembly area: _____ Time: _____
- Disbanding area: _____ Time: _____
- Street Closure Required: Yes No
- Will Traffic be detoured: Yes No

If Yes, a Traffic Control Plan must be provided including the following (must be shown on map)

1. Staging and Dispersing Area
 2. Location of Signs, Cones and other Traffic Control Devices
- List officials and phone numbers responsible for Traffic Control and Security (public works, ADOT, Barricade Company, local police, sheriff, DPS). Town of Parker Public Works can assist with road closures by completing Materials Request Form

- Anticipated attendance (see special requirements following page)

1. Will there be spectators watching the event:	Yes	No
2. Is there an Emergency Response Plan in place:	Yes	No
3. Will there be Emergency Response Vehicles present:	Yes	No
4. Will there be an Aid Station(s) set up along the route:	Yes	No
- Other incidentals/requiremets: _____

Special Requirements

1. Insurance coverage (Bond) of \$1,000,000.00, naming the Town of Parker as additional insured. Copy of binder is required at least 15 days prior to event.
2. State Health Code requires one (1) portable restroom for every 100 persons attending the Special Event. To be provided by applicant.
3. State Health Code requires one trash container (minimum 3 yard dumpster) for every 100 persons attending the Special Event. The Town of Parker suggests that disposable garbage containers also be strategically placed throughout the event location. To be provided by applicant
4. Liquor: will or will not be served

A Liquor Permit must be obtained by the Applicant through the State of Arizona. A copy of the approved permit must be submitted to this office thirty (30) days prior to the event.

Name of person or organization licensed to serve: _____
 AZ Tax # _____ AZ Liquor Permit# _____

5. Event Location Includes: California Ave Riverside Dr.

If using California Ave or Riverside Drive, applicant must contact Arizona Department of Transportation (ADOT) and apply for, and receive, a separate State of Arizona Special Event Application and ADOT Hold Harmless Clause for Special Events document. These **APPROVED** documents must be submitted along with the Town of Parker's Event application.

Signature of Applicant

Date

.....
Office use only:

Approval / Disapproved (please initial and date)

Police Dept _____
Manager/Council _____

Public Works Dept _____

Street Closure Request

Surrounding Property Conflict

Applicant, please contact the residents or the businesses **in writing** within the area requested to be temporary closed. Attach that written document along with your Street Closure request to the Town of Parker.

Example:

Event to be held On During the time frame of..... Has the potential for a parking/right of way conflict at your address. Please sign off next to your address granting permission for this temporary closure. For additional information or questions please contactat.....

Address..... ..

Address..... ..

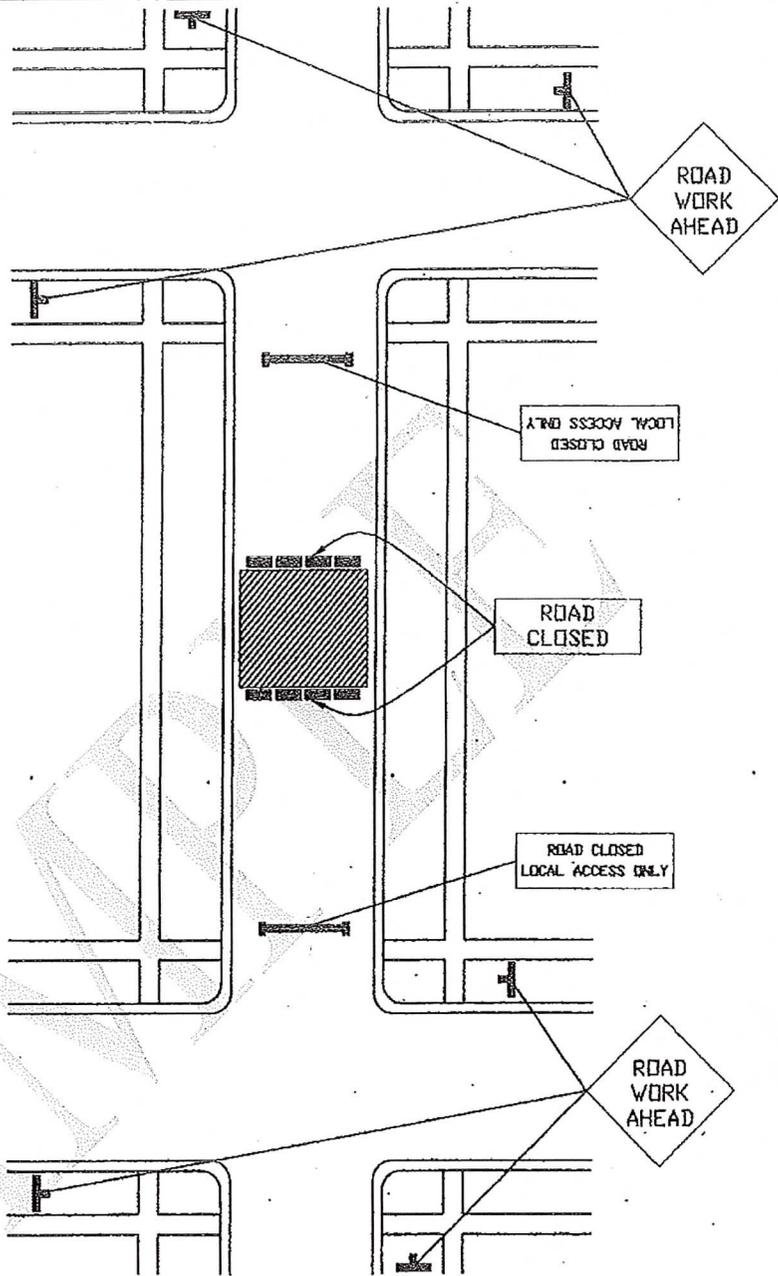
Address

Address

Address

SAMPLE SETUP

Note: At night, signage and barricades must be Type C steady burn lights. A contractor may close a nonarterial street to through traffic, provided that local access is maintained at all times with a minimum of a 20' wide access lane. Road Work Ahead signs may be eliminated on non-arterial streets.



NON-ARTERIAL ROAD CLOSURES

APPROVED BY: _____

APPROVED WITH CONDITIONS BY: _____ DATE: _____

START TRAFFIC CONTROL SET UP DATE: _____ OFF PEAK 9:00 AM WEEKDAYS

MUST BE OUT OF THE ROAD BY DATE: _____ OFF PEAK 4:00 PM WEEKDAYS

EVENING AND WEEKENDS ONLY

START TRAFFIC CONTROL SET UP DATE & TIME: _____

MUST BE OUT OF THE ROAD BY DATE & TIME: _____

MERGING TAPER LENGTHS FOR CONE PATTERN (All minimums)

MPH	10	15	20	25	30	35	40
8'	14	30	54	84	120	164	214
10'	17	38	67	105	150	204	267
12'	20	45	80	125	180	245	320
14'	24	53	94	146	210	286	374
16'	27	60	107	167	240	327	427

LANE WIDTH

NUMBER OF CHANNELIZATION DEVICES (CONES)

Offset cones 1 foot maximum.

NOTE 1: MAINTAIN LOCAL ACCESS AND PROTECTED WALKWAYS AT ALL TIMES. PROVIDE AND MAINTAIN BARRICADES, SIGNS, LIGHTS, ETC. AS PER "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" AT ALL TIMES. STREETS AND WALKWAYS SHALL BE KEPT CLEAR OF DEBRIS DROPPED OR TRACKED BY VEHICLES ENTERING OR EXITING THE WORK SITE. FAILURE TO COMPLY WILL RESULT IN A STOP WORK ORDER AND/OR CITATION.

NOTE 2: NO WORK SHALL BE SCHEDULED ON STREETS OR SIDEWALKS WITHIN THE CITY OF TACOMA BUSINESS DISTRICTS FROM THANKSGIVING DAY THROUGH NEW YEAR'S DAY.

NOTE 3: SIGN SPACING: URBAN LOW SPEED 25-30 MPH SIGNS MUST BE PLACED 100' APART. URBAN HIGH SPEED 35-40 MPH SIGNS MUST BE PLACED 250' APART.



TOWN OF PARKER

1314 11th Street
Post Office Box 610
Parker, Arizona 85344

