



# Temporary Street/Lane Closure Application Instructions

Applications are to be filed 30 calendar days in advance of event at the Police Department

**Who needs a permit?** Any person/organization sponsoring a parade or athletic event, carnival, rally, fair, arts and crafts show, block party, concert, procession, etc... on City streets, sidewalks, or alleys.

**\*\*\*All applicable permit, deposit fees, and property owner notifications must be completed BEFORE the permit will be processed.**

## Permit Definitions:

1. A **parade permit** is for a procession that would need traffic control and involves the temporary closure of City streets, sidewalks, or alleys for the duration. Commercial parade means a parade sponsored other than by a nonprofit organization, the purpose of which is to advertise a product, whether tangible or intangible, to advertise or promote an exhibition or theatrical performance, or otherwise operate to the financial benefit of the sponsor. (Sec. 17-2) **Applications shall be filed with the Police Department.**
2. A **street closure permit** is required for carnivals, rallies, festivals, fairs, concerts, etc. A portion of a City block or street would be closed temporarily for the duration of the event. (Sec. 17-2) **Applications shall be filed with the Police Department.**
3. A **block party permit** is required for **neighborhood** events only, that would involve closing a residential street or City block temporarily for the duration of the event. (Sec. 17-2) **Applications shall be filed with the Police Department.**
4. A **Right-of-Way (ROW) Easement permit** is required for easements for right-of-way use that are permanent in nature, and for right-of-way use easements that are temporary or for a limited time and shall be filed with the City Engineer. Such applications must include a drawing of the location, description of the type of use, length of time needed, and payment of the application fee. If the construction area affects **any** street or lane of traffic, a street closure permit will need to be filed in conjunction to a Right-of-Way Easement Permit with the Traffic Engineer.(Sec. 17-1e) **Applications shall be filed with the Engineering Department.**
5. A **temporary use permit** is required for temporary uses that are not allowed by-right in a specific zoning district but are listed as a temporary use in the UDC provided that the temporary use complies with regulations of this code including parking and sanitation requirements and does not constitute a nuisance for adjacent properties. (Sec. 17-1e) **Applications shall be filed with the Planning Department.**
6. A **transient vendor permit** is required for a person, or the agent, consignee, or employee of a person, who at a fixed location engages in the temporary display, exhibition, delivery, or sale of any goods or services, including animals, with the intent of discontinuing such use upon the expiration of a time period. (Sec. 10-454) **Applications shall be filed with the Planning Department.**
7. A **tent or canopy permit** is required by the Fire Department for tents in excess of 200 square feet and canopies in excess of 400 square feet. (Sec. 10-453) **Applications shall be filed with the Fire Department.**
8. A **special event permit** is required by the Parks Department for use of park facilities and recreational areas. (Sec. 8-42) **Applications shall be filed with the Parks Department.**

## ADDITIONAL INSTRUCTIONS

**Route/Location of Event:** A map of the area to be utilized for the parade/special event MUST accompany the application. The permit will not be accepted until a map with the indicated points of closure has been received and approved. Maps must be in electronic format and can be created from Google or Bing maps, or equivalent approved by the City. Hand drawn maps will not be accepted.

**Notice to property owners/tenants:** The owners/tenants of ALL property along the street that will be affected by the parade/special event shall receive a written notice from the applicant stating the time, date, and EXACT ROUTE/LOCATION of the event, as well as the event activities; e.g., parade, barbecue, music, etc. An approved format for notice is attached and can be reproduced **OR** applicants can provide notice by a public notice in the paper and a form notification letter that would include the name, date and time of the event to be handed out or placed at residences/businesses.

**Traffic and Crowd Control Fees:** If police, traffic, or streets personnel will be assigned to handle traffic control and/or crowd control at your special event, please contact the special events permit coordinator at (903)531-1090

## PERMIT FEE SCHEDULE

**Please see Permit Definitions for applicable fees and Tyler City Code Section References**

Parades and Street Closure Application Fee	\$75.00
Block Party Application Fee	No Charge
Commercial Parade Permit	\$500.00
Non-Commercial Parade Permit	\$50.00
Temporary or Limited Public ROW	\$100.00 +\$100.00 per year needed (\$200.00 minimum)
Easement Indefinite Public ROW Easement	\$350.00
Temporary Use Permit	\$35.00
Transient Vendor Permit	\$150.00
Tent or Canopy Permit	No Charge
Special Event Permit	\$35.00

***Applications that are turned in after the 30 calendar day required notice will be subject to a doubled application fee. Additional fees may be required for police services and/or other special requests.***

## OTHER CONTACT INFORMATION

Police Officers	City of Tyler Police Department:	(903)531-1090
Parks or Facilities	City of Tyler Parks Department:	(903)531-1370
Food Permits	North East TX Public Health District	(903)535-0030
State Highway Closure	Texas Department of Transportation	(903)590-2900
T.B. Butler Square	Contact Smith County	(903)590-4600
Tent or Canopy Permit	City of Tyler Fire Department	(903)535-0005
Temporary Use Permit	City of Tyler Planning Department	(903)531-1175
Transient Vendor Permit	City of Tyler Planning Department	(903)531-1175
Right-of-Way Easement	City of Tyler Engineering Department	(903)531-1126



# Temporary Street Use Permit

711 West Ferguson Tyler, Texas 75702  
Phone: (903)531-1090 Fax: (903)535-0102  
[www.CityofTyler.org](http://www.CityofTyler.org)

## Temporary Street/Lane Closure for Use of Public Right of Way

\*denotes required information

### SECTION 1: APPLICANT INFORMATION

\*APPLICANT NAME: \_\_\_\_\_ \*ORGANIZATION NAME: \_\_\_\_\_

\*ORGANIZATION TYPE: \_\_\_\_\_ \*ORGANIZATION PHONE: \_\_\_\_\_

\*ORGANIZATION ADDRESS: \_\_\_\_\_

\*PRIMARY CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\*CONTACT PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

\*EVENT DAY "ON-SITE" CONTACT: \_\_\_\_\_ \*PHONE: \_\_\_\_\_

### SECTION 2: EVENT DESCRIPTION AND LOCATION

\*EVENT TITLE: \_\_\_\_\_

\*EVENT TYPE: \_\_\_\_\_

\*EVENT DESCRIPTION: \_\_\_\_\_  
\* Commercial Parades must have Sponsor(s) listed and Description of Goods or Service to be advertised

\*EVENT START DATE: \_\_\_\_\_ \*EVENT END DATE: \_\_\_\_\_

\*EVENT START TIME: \_\_\_\_\_ \*EVENT END TIME: \_\_\_\_\_

\*STARTING POINT: \_\_\_\_\_ \*END POINT: \_\_\_\_\_

\*TOTAL NUMBER OF PARTICIPANTS: \_\_\_\_\_ \*TYPE OF PARTICIPANTS: \_\_\_\_\_

\*STREETS TO BE CLOSED FOR EVENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Map Attached? Applicant will need to attach a map of the proposed logistical layout. Applications will NOT be accepted without a map.**

**SECTION 3: Agreement**

**BY INITIALING AND SIGNING BELOW, THE APPLICANT AGREES TO THE FOLLOWING:**

**Reference the Instruction Page for cost breakdown and Necessary Services for your Event Type**

\_\_\_\_\_ **\*Event Notification (Initial):** By Initialing here, the applicant understands that he/she is required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to submit written approval/notification letters to the City of Tyler with this application.

\_\_\_\_\_ **\*Event Insurance (Initial):** By initialing here, the applicant understands that he/she may be required to furnish event insurance. Event Insurance must be general liability coverage for a minimum of one million dollars (\$1,000,000) showing the **City of Tyler as an additional insured and including a waiver of subrogation or waiver of right of recovery for all event dates including set-up and control services**. Please include this information in all insurance documentation.

\_\_\_\_\_ **\*Emergency Vehicle Access (Initial):** By initialing here, the applicant agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance, and other such emergency response vehicles.

\_\_\_\_\_ **\*Barricades and Traffic Cones Financial Responsibility (Initial):** By initialing here, the applicant agrees to be held financially responsible for any and all street barricades (\$41.00 ea), traffic cones (\$18.00 ea), or other traffic control devices utilized for the purpose of securing the event area that is distributed to the closure site by City staff or picked up from a City Department by the applicant or applicant's designee.

\_\_\_\_\_ **\*Traffic Control Plan (Initial):** By Initialing here, the applicant understands that if he/she is submitting an application for a construction street closure, the applicant will also be responsible for detailing a traffic control plan. Applicants are responsible for their own barricades, cones, and signage.

I, the undersigned, agree to comply with the Tyler City Code, including, but not limited to, Chapter 17, sections 17-1 through 17- 14, and all other applicable laws. I understand that, based on the Tyler City Code, the Police Chief may, in the public interest, place reasonable conditions on any such permit relating to the time, place or manner of conduct of the parade, and that the permit may be suspended or revoked, among other things, for violation of such conditions.

I, the undersigned, in accordance with the provisions of Tyler City Code, Chapter 17, sections 17-1 through 17-7, hereby make application for a Parade Permit with Associated Temporary Street Closures.

I hereby certify that all statements in this application are true and complete, and I understand that any misstatement of material facts is grounds for denial of a permit. I also agree to comply with the attached terms of the Temporary Street/Lane Closure Application, including the above Hold Harmless Agreement and to comply with all street/lane closure permit conditions.

\_\_\_\_\_  
**\*Print Name of Applicant**

\_\_\_\_\_  
**\*Signature of Applicant**

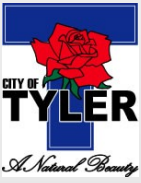
\_\_\_\_\_  
**\*Date**

**If the temporary street/lane closure is sponsored by an organization, an authorized officer of the sponsoring organization must sign application.**

\_\_\_\_\_  
**\*Officer of Sponsoring Organization**

\_\_\_\_\_  
**\*Signature of Officer**

\_\_\_\_\_  
**\*Date**



# Temporary Street/Lane Closure Application-Notification Request

You must provide written notice to ALL residents and/or businesses affected by your event a **MINIMUM OF THREE WEEKS BEFORE** the scheduled date of your event. Return this form when notification to residents has been completed. The permit will not be issued until this declaration is on file with the Police Department.

I hereby declare the attached copy of notification was served on \_\_\_\_\_  
Date of Notice Served

to all residents and/or businesses affected by our event.

\_\_\_\_\_  
Signature of person responsible for distribution or event

\_\_\_\_\_  
Date

*Please document notifications to property owners that have been notified of your street/lane closure, either using the attached form, or by submitting and utilizing a public plan of notification.*

*It is illegal to post any type of flyer, sign, and notification on light or telephone poles, fences, city rights-of-ways, existing signs, trees, bus shelters, etc. The resident or business street/lane closure notifications may be placed on doors, if such placement is done so as to prevent notice from being blown or carried away by the elements.*

*Do NOT place items into a residential mailbox. It is your responsibility to ensure that all affected persons receive written notification of your event stating, the time(s), date(s), and EXACT ROUTE/LOCATION(s) of the event, as well as the event activities; e.g., parade, barbecue, music, etc.*

**Resident/Business Owner-** The City of Tyler has received a permit application for a Street or Lane closure scheduled for the date indicated below. If you have an objection to the issuance of this permit, please call the Police Department (903)531-1090 or the Traffic Department at (903)531-1201, within seven days to state the basis for your objection.

Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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Resident/Business Owner Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Acceptance  
Signature: \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_ Phone number: \_\_\_\_\_

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**POLICE DEPARTMENT**

DATE RECEIVED:

COMMENTS:

SPECIAL CONDITIONS RECOMMENDED:

**FIRE DEPARTMENT**

DATE RECEIVED:

COMMENTS:

SPECIAL CONDITIONS RECOMMENDED:

**TRAFFIC DEPARTMENT**

DATE RECEIVED:

COMMENTS:

SPECIAL CONDITIONS RECOMMENDED:

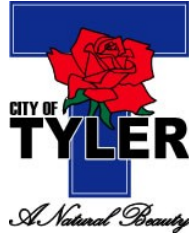
Reviewed By:

**Notify Only:**

**Transit**

**City Manager**

**Planning**



## CITY OF TYLER, TEXAS

PARADE PERMIT# \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

This permit is revocable pursuant to Tyler City Code Chapter 17, sections 17-10 through 17-14.

\_\_\_\_\_  
CHIEF OF POLICE OR DESIGNEE      DATE

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STREET CLOSURE APPROVAL# \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

This permit is revocable pursuant to Tyler City Code Chapter 17, sections 17-10 through 17-14.

\_\_\_\_\_  
CHIEF OF POLICE OR DESIGNEE      DATE

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BLOCK PARTY APPROVAL# \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

This permit is revocable pursuant to Tyler City Code Chapter 17, sections 17-10 through 17-14.

\_\_\_\_\_  
CHIEF OF POLICE OR DESIGNEE      DATE