

**City of Traverse City**  
**Application for Street Use Permit - Non-Major Event**



Please complete this application for use of a city street for residential street closures for residential events being conducted by residents, or for uses of a street where no street closure is requested.

1. What is the name of your event? \_\_\_\_\_  
\_\_\_\_\_

2. Name and contact information of sponsoring group or organization. \_\_\_\_\_  
\_\_\_\_\_

3. Date and time of event? \_\_\_\_\_

4. Please submit brief narrative describing your event, including the number of anticipated participants.

5. Please list the name, phone number, address, and e-mail address of the Applicant and the individual who will serve as Emergency Contact for the event:

Primary Contact: \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
\_\_\_\_\_

6. Are you requesting street closure? Y/N ***If you answer yes, and the street closure is for non-residential purposes, then please stop and instead complete the Application for Street use Permit – Major Event.*** Please attach a map indicating the sections of street(s) to be used and detail those sections here:

\_\_\_\_\_  
\_\_\_\_\_

7. During what date and time should the street(s) be used or physically closed?  
\_\_\_\_\_

8. Will city street barricades be needed? Y/N **Please note: *Two barricades are needed at each entrance to the intersection where the street closure occurs.*** If yes, contact Streets, Mark Jones 922-4901 ext 112

If yes, how many? \_\_\_\_\_

9. There is a \$25 fee for processing this request.

Is the \$25 fee attached? Y/N \_\_\_\_\_

- 10. A Certificate of Insurance for Comprehensive General Liability in the amount of \$1 million per occurrence, naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City Clerk’s office a Certificate of Insurance for liquor liability in the amount of \$1 million per occurrence.
- 11. The applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- 12. A representative from the City Clerk’s Office will contact you to provide you with your approved permit; or if not approved, will contact you to discuss.
- 13. For emergency vehicles, the applicant shall maintain a 20’ wide center lane (10’ of width on both sides of the center line).

**The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Date: \_\_\_\_\_

Authorized Applicant Representative:

\_\_\_\_\_  
 (Please print)

\_\_\_\_\_  
 (Signature)