

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



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Please complete this application to either: completely close a City street for residential events being conducted by & for residents (such as neighborhood block parties); or for use of a street where a street use, with no street closure, is requested (such as bike or running races).

*\*Your request is not approved until you receive a Street Use Permit from the City Clerk's office\**

Name of your event: \_\_\_\_\_

Sponsoring group/organization/neighborhood: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Total duration of event, including set-up & tear down: \_\_\_\_\_

Please write below (or attach) a brief narrative describing your event, including the number of anticipated participants, total duration including set-up & tear-down, etc.

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**Applicant or Primary Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Are you requesting a street closure?    YES    NO

If you indicate YES, and the street closure is **not** for a residential purpose (such as a block party), stop and complete the *Application for Street use Permit – Major Event*.

Will you need City street barricades?    YES    NO    If yes, how many? \_\_\_\_\_

Please note: Two barricades are needed at each intersection where a street closure occurs. For City barricades contact Mark Jones, Streets Superintendent at 922-4900, extension 112.

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Please attach a map showing the section(s) that will be closed. Each barricade on the outside, facing on-coming traffic, with 2 motor vehicles pulled across the road providing a road-block on the inside. Make sure barricades & motor vehicles are clearly marked.

Include a written description here:

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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.

Authorized Applicant Representative:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please note:

- 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).
- 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.