

**CITY OF RUNNELLS
STREET CLOSURE PERMIT APPLICATION INSTRUCTIONS**

Please read these instructions carefully before submitting for a street closure permit.

HOW TO APPLY

Email, fax, or mail your completed application form and remit required non-refundable application fee and clean-up deposit **at least 30 days** prior to the date of the event or street closure to the City Clerk. Applications will be reviewed by the City Clerk and must be approved by the City Council prior to the event. Applications received less than 30 days prior to the event may be denied.

Fees and deposits can be paid via checks made payable to the City of Runnells. Please list the event or street closure on the memo line of the check.

FEES AND CHARGES

- a. A non-refundable application fee of \$25.00 is required with the submission of a Special Permit Application. **Street closure permit fees may be waived for non-profit organizations operated by members of the community of Runnells at the discretion of the Runnells City Council.**
- b. If the application is submitted less than 30 days prior to the event or closure AND a special meeting is required to be held by the City Council to approve the permit, an additional \$125.00 application fee is required. The total application fee would be \$150.00.
- c. Reoccurring Street Closures:
 - a. If you are requesting to close a City street on a reoccurring basis, one permit can be applied for all closures on the reoccurring basis. Please list all dates and times on the permit.
 - b. One permit application fee is required for reoccurring events.
- d. If the street closure permit application is being submitted in conjunction with a special event permit, the application fee for the street closure permit is waived.

RULES AND REGULATIONS

- a. The City of Runnells reserves the right to revoke the permit at its discretion, without prior notice, and for any reason deemed appropriate.
- e. Traffic control devices (cones, barricades, etc.) can be obtained from the City of Runnells for a \$100.00 non-refundable fee (per event). It is the organizers responsibility to arrange pick up/delivery and return of equipment with the City. **Usage fees may be**

waived for non-profit organizations operated by members of the community of Runnells at the discretion of the Runnells City Council.

- b. All traffic control devices, procedures, and layouts shall meet the requirements of the City of Runnells and conform to MUTCD.

RULES AND REGULATIONS (cont.)

- c. All volunteers involved in traffic control must wear high visibility safety vests or bright colored clothing.
- d. All event signage and/or course markings must be removed immediately after the event.

INSURANCE

- A copy of the certificate of insurance must be submitted to the City Clerk **at least 10 days** prior to the date of the permit.
- Applicant must meet the insurance requirements determined by the City.
- City of Runnells should **NOT** be listed as an additional insured, but the City must be listed on the certificate as a certificate holder.
- Contact City Clerk, (515) 966-2042 or email city-clerk@runnellsia.com, with insurance questions.



110 Brown St.
P. O. Box 33
Runnells, Iowa 50237
Phone: 515-966-2042
Fax: 515-966-0013
City-Clerk@runnellsia.com

**CITY OF RUNNELLS
STREET CLOSURE PERMIT APPLICATION**

Reason for Street Closure:

Street Closure Date(s):

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Street(s) and/or Avenue(s) to be closed:

Time of Closure:

Start:		End:	
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Applicant Information:

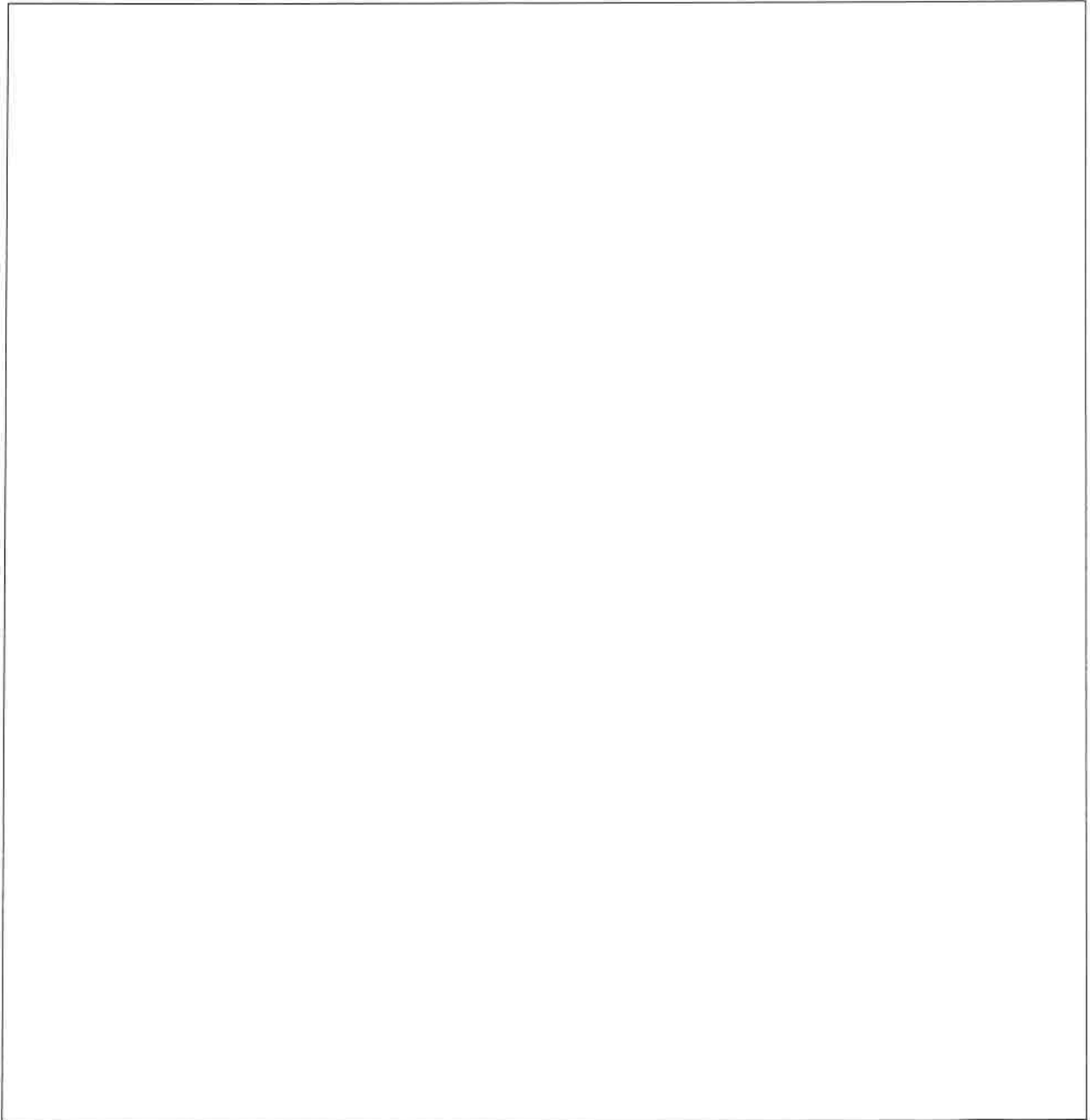
Name:			
Address:			
City:		State:	
Email:			
Phone:			



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Map of Street Closure:

Please include a detailed map showing at a minimum, streets/avenues requested to be closed, barricades and signage, 20-foot clear fire lane, and if applicable, all items pertaining to the special event (see event permit for additional requirements).





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By signing below, I acknowledge that the above information and all attached information is true and correct.

Applicant Signature

Applicant Name (printed)

Date
