

# EVENT PERMIT APPLICATION PACKET INSTRUCTIONS

Included in this packet are:

## 1. Event Permit Application

- If you intend to **block a street or a portion of a street**, you must include a map. This map should show a) the location of the event, b) the places where you will be blocking the street, and c) what you will be using to block the street.
- If you are planning an event that involves **crossing streets** (parade, march, race, etc.), you must include a map. This map should show a) the start/end point(s), b) the route of the event, and c) the locations of people monitoring the intersections.
- If you are planning an event that will take place **in a park**, you may need to reserve the park through the Greeley Recreation department.

## 2. Sound Amplifying Permit Application

- If you intend to use **amplified sound** (speakers, PA system, megaphone, etc.), you must complete the Sound Amplifying permit application
- Please note that this permit does not negate Municipal codes about extreme noise levels and/or late night events. No sound amplification equipment shall be used prior to 7:00AM or after 10:00PM.

## 3. Neighbor Notification Form

- If you intent to **block a street or portion of a street**, you must complete the Neighbor Notification Form.

You will receive a call when your permit has been approved. Your approved permit will include any additional specifications regarding your specific event.

Turn in applications at 2875 W. 10<sup>th</sup> St.

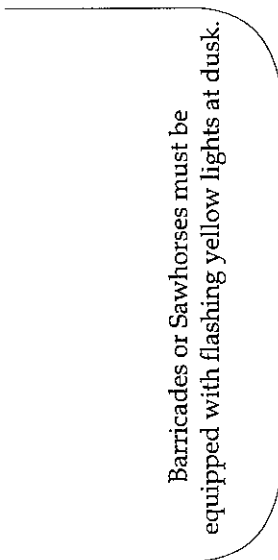
Applications must be received at least  
3 business days prior to the event.

For more information, call (970) 351-5359.

# EXAMPLE TRAFFIC CONTROL PLAN FOR RESIDENTIAL STREET BLOCK PARTY'S

For locations that involve more than one block, a site-specific traffic control plan will be required.

Traffic Control Devices needed to close one typical residential block.  
6- Type I Barricades



Street Name

Type I Barricades

If street closure impacts a bike lane, additional signs are required that read 'Bike Lane Closed'

Street Name

3- Type I Barricades, or Sawhorses at each end of Street ( 6 total )

Street Name

THIS EXAMPLE IS A TYPICAL CONFIGURATION RESIDENTIAL BLOCK CLOSURE WITH NO TRAFFIC SIGNALS AT INTERSECTIONS.

IF YOUR STREET DOES NOT MEET THIS CONFIGURATION, YOU ARE REQUIRED TO SUBMIT A SITE SPECIFIC TRAFFIC CONTROL PLAN WITH YOUR APPLICATION.

(Typical)

NOT TO SCALE

# EVENT PERMIT APPLICATION

Permit No. _____	Received (Date and Time) _____
<input type="checkbox"/> Map of Event/Route <input type="checkbox"/> Not Needed	<input type="checkbox"/> Neighborhood Notification <input type="checkbox"/> Not Needed
<input type="checkbox"/> Sound Amplification Permit <input type="checkbox"/> Not Needed	<input type="checkbox"/> Traffic Approval <input type="checkbox"/> Not Needed

APPLICATION FOR A PERMIT TO CONDUCT A MEETING, ASSEMBLY, PARADE, RACE, MARCH, OR OTHER EVENT IN OR UPON THE PUBLIC STREETS, SIDEWALKS, AND/OR PARKS WITHIN THE CITY OF GREELEY, COLORADO.

## IMPORTANT

THIS APPLICATION MUST BE COMPLETED IN FULL AND SUBMITTED TO THE GREELEY POLICE DEPARTMENT THREE FULL BUSINESS DAYS (72 hours, exclusive of weekends and legal holidays) BEFORE THE EVENT FOR WHICH THE PERMIT IS REQUESTED (Section 13.32.020 City of Greeley Municipal Code)

## A P P L I C A T I O N

Name of applicant/event organizer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name of organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Authorized head of organization \_\_\_\_\_

Date of event \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Purpose of event \_\_\_\_\_

Type of event \_\_\_\_\_

Location of event OR Starting/ending point of route (be specific) \_\_\_\_\_

Map/Traffic Control Plan of event and/or route (including closures, barricades, etc.) attached

YES  NO (if no, why not?) \_\_\_\_\_

Number of persons participating (estimated) \_\_\_\_\_

Number and kinds of vehicles participating (estimated) \_\_\_\_\_

Number and kinds of animals participating (estimated) \_\_\_\_\_

Plans for setup, assembly, and dispersal (including approximate times) \_\_\_\_\_

Will event occupy a park?  YES  NO (if yes, has the park been reserved?  YES  NO)

Will event occupy any part of a public street?  YES  NO

Will event occupy public sidewalks, parking lots, OR alleyways?  YES  NO

Is sound amplifying equipment to be used?  YES  NO

Have clean-up arrangements been made? \_\_\_\_\_

Notes/Additional comments

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I certify that I have read Chapter 13.32, Code of Ordinances of the City of Greeley. I agree to conduct this event in compliance with the provisions of the laws and ordinances, and the specifications of this permit, and am aware that violations of my agreement will be grounds for immediate revocation of this permit, and may subject me and all participants to prosecution.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date and time

P E R M I T

**A permit regarding the attached application is hereby APPROVED with the following specifications:**

\_\_\_\_\_  
Chief of Police or designee

\_\_\_\_\_  
Date and time

**THIS PERMIT MUST BE IN POSSESSION OF PERSON CONDUCTING EVENT ON LOCATION AND SHALL BE SHOWN TO ANY OFFICIAL OF THE CITY OF GREELEY UPON DEMAND.**

A permit regarding the attached application is hereby denied.

\_\_\_\_\_  
Chief of Police or designee

\_\_\_\_\_  
Date and time

*APPEAL SUBMITTED TO THE CITY MANAGER'S OFFICE ON:* \_\_\_\_\_

*ACTION TAKEN BY CITY MANAGER'S OFFICE:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date and time

PERMIT APPLICATION

SOUND AMPLIFYING EQUIPMENT

Chapter 9.32 Greeley Municipal Code

UNDER THE PROVISIONS OF CHAPTER 9.32, GREELEY MUNICIPAL CODE, A PERMIT TO UTILIZE SOUND AMPLIFYING EQUIPMENT AS BELOW IS GRANTED WITH THE FOLLOWING SPECIFICATIONS:

1) NO SOUND AMPLIFYING EQUIPMENT SHALL BE USED PRIOR TO 7:00 A.M. AND AFTER 10:00 P.M. OUT-OF-DOORS, OR INDOORS WITH SOUND PROJECTION OUT-OF-DOORS; 2) NO SOUND AMPLIFYING EQUIPMENT SHALL BE USED WITHIN 500 FEET OF A SESSION OF CITY COUNCIL OR A LEGALLY CONSTITUTED COURT; 3) NO SOUND AMPLIFYING EQUIPMENT SHALL BE USED AT A SOUND LEVEL WHICH CAUSES SUFFICIENT DISTURBANCE TO RESIDENTS OF THE NEIGHBORHOOD THAT THEY REQUEST POLICE ASSISTANCE IN STOPPING THE SOUND AMPLIFICATION IN PROGRESS. UPON NOTIFICATION TO APPLICANT OR HIS REPRESENTATIVE BY A POLICE OFFICER, THE SOUND LEVEL MUST BE APPRECIABLY REDUCED TO TERMINATE RECEIPT OF RESIDENT COMPLAINTS. REFUSAL TO COMPLY WITH SUCH A REQUEST WILL IMMEDIATELY VOID THIS PERMIT.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS & PHONE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT AND EQUIPMENT: \_\_\_\_\_

ROUTE OF TRAVEL (if equipment is mobile) \_\_\_\_\_

TYPE OF EQUIPMENT: \_\_\_\_\_

CHECK ONE OR MORE: VOICE \_\_\_\_\_ MUSIC \_\_\_\_\_ OTHER \_\_\_\_\_

APPROXIMATE NUMBER OF PARTICIPANTS: \_\_\_\_\_

PURPOSE: COMMERCIAL \_\_\_\_\_ NON-COMMERCIAL: \_\_\_\_\_

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

APPROVED BY:

\_\_\_\_\_  
Operations Commander

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date & Time

