



**CITY OF RICHMOND  
POLICE DEPARTMENT  
SPECIAL EVENTS DIVISION  
(804) 646-1717 / FAX (804) 646-1830**



Revised 04/01/15

**STREET CLOSING PERMIT APPLICATION**

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

BUSINESS NAME: \_\_\_\_\_  
*If Applicable*

APPLICANT ADDRESS: \_\_\_\_\_

CITY/COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBERS: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_  
*If Applicable* *If Applicable*

E-Mail: \_\_\_\_\_ FAX: \_\_\_\_\_

A permit is requested to close \_\_\_\_\_

between \_\_\_\_\_ and \_\_\_\_\_

between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_

for the purpose of \_\_\_\_\_

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

Will restrictions be needed on parking? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type of restrictions? \_\_\_\_\_

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

Will Off-Duty Police Officers be hired for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you will need to contact the Off-Duty Coordinator for the Police Department at 646-0445 and complete the necessary forms for the hiring of Off-Duty Officers.

Additional Comments: \_\_\_\_\_

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

## TO ALL APPLICANTS

Section 90-361 of the city code states “The Chief of Police may permit the temporary use of streets within the corporate limits of the City for other than public purposes and may close such streets and alleys connected therewith for public use and travel during the period of such temporary use; provided no matter advertising any thing or business is displayed in or on the street in connection with such temporary use, **and the person so permitted to use the street furnishes a commercial general liability insurance policy with a combined single limit of not less than one million dollars ( \$1,000,000.00 ) per occurrence, issued by a company approved to do business in the Commonwealth of Virginia, insuring the liability of such person for personal injury or death and damages to property resulting from such temporary use. The “CITY OF RICHMOND” shall be named as an additional insured with at least forty-five (45) days notice of cancellation or non-renewal in the commercial general liability policy.** If you or sponsor does not have the required coverage, you can purchase “Special Event” coverage through the City Risk Management Office at (804) 646-5604. The applicant shall furnish to the City a certificate of insurance containing the coverage, conditions and limits so outlined prior to the authorization of the street closure. When any street is temporarily closed, as herein authorized, and such street is an extension of the state highway system, the Chief of Police shall make adequate provisions to detour through traffic

1. Local or Dead End Streets are normally eligible for closing. Arterial or major streets may be closed only with an extensive evaluation by the Department of Traffic Engineering.
2. **Application must be made to the Department of Police a minimum of fifteen (15) days prior to the requested closing.**
3. **Applicant shall furnish an original certificate of insurance verifying Commercial General Liability Insurance coverage** in minimum limits of \$1,000,000.00 each occurrence, \$1,000,000.00 General Aggregate, \$1,000,000.00 Products/Completed Operations and \$5,000 Medical Expense provided by insurer acceptable to the City of Richmond insuring the liability of such person, firm, association, organization or corporation for personal injury or death and damages to property resulting from the temporary use. The City of Richmond shall be named as an additional insured with a minimum of 45 days notice of cancellation or non-renewal.
4. **It is the responsibility of the applicant to clean the public right-of-way of all trash and debris prior to the removal of the barricades.**
5. **The applicant shall be responsible for having appropriate traffic control devices installed in accordance with the Uniform Manual on Traffic Control Devices to close roadways to vehicular traffic. Any “No Parking” signs shall be installed a minimum of 48 hours in advance by the applicant or his agent. All traffic control devices shall be removed immediately after the event is over.**
6. **This application must be accompanied by a petition of the property owners in the affected area.** The petition is to include the signature, address and telephone number of residents / businesses in that area stating that they agree to the Street Closing.

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Signature of Applicant

**NOTE: Again, please make sure that the “City of Richmond” and NOT “City of Richmond Police Department” is listed as an Additional Insured on your Certificate of Insurance.**



**Barricades and traffic control signs may be rented from:**

P.D. Brooks Traffic Control  
8376 Old Richfood Road  
Mechanicsville, Va. 23116  
Phone # - 746-5291

N.E.S. Traffic Safety  
4440 Vawter Avenue  
Richmond, Va. 23222  
Phone # - 321-1395

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**Note:**

**The City offers insurance for Special Events – for information call Mr. Keith Barron at 646-5604 at least 15 days prior to the event.**

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**Return application to:**

Richmond Police Department  
Permits & Special Events Coordinator  
2219 Chamberlayne Avenue  
Richmond, VA 23222

Phone: (804) 646-1717  
Fax: (804) 646-1830

**When using the “No Parking” signs, they must be affixed to a telephone pole or signs in the exact area that the parking permit lists for the special occasion or event. The “No Parking” signs must be placed in position no less than 48 hours prior to the event or occasion. This allows the residents and or other persons using this parking space sufficient timely notice to find alternate parking. It is your legal responsibility as the recipient of the temporary parking permit or street closure permit holder to make sure the “No Parking” signs are in place 48 hours before the event.**