



Temporary Street Closure Guidelines and Application

Including the following permits:

- Temporary Street and Lane Closure
- Parade
- Block Party
- Right-of-Way (ROW)
- Temporary Use
- Transient Vendor
- Tent or Canopy
- Special Event



City of Tyler Temporary Street / Lane Closure Definitions

Who needs a permit? Any person/organization sponsoring a parade or athletic event, carnival, rally, fair, arts and crafts show, block party, concert, procession, etc., on City streets, sidewalks, or alleys. **NOTE:** All applicable permit forms, deposits, fees, and property owner notifications must be completed and turned in BEFORE the permit will be processed.

Permit Definitions:

1. A **parade permit** is for a procession that would need traffic control and involves the temporary closure of City streets, sidewalks, or alleys for the duration. Commercial parade means a parade sponsored other than by a nonprofit organization, the purpose of which is to advertise a product, whether tangible or intangible, to advertise or promote an exhibition or theatrical performance, or otherwise operate to the financial benefit of the sponsor. (Sec. 17-2) **Applications shall be filed with the Police Department.**
2. A **street closure permit** is required for carnivals, rallies, festivals, fairs, concerts, etc. A portion of a City block or street would be closed temporarily for the duration of the event. (Sec. 17-2) **Applications shall be filed with the Police Department.**
3. A **block party permit** is required for **neighborhood** events only, that would involve closing a residential street or City block temporarily for the duration of the event. (Sec. 17-2) **Applications shall be filed with the Police Department.**
4. A **Right-of-Way (ROW) Easement permit** is required for easements for right-of-way use that are permanent in nature, and for right-of-way use easements that are temporary or for a limited time and shall be filed with the City Engineer. Such applications must include a drawing of the location, description of the type of use, length of time needed, and payment of the application fee. If the construction area affects **any** street or lane of traffic, a street closure permit will need to be filed in conjunction to a Right-of-Way Easement Permit with the Traffic Engineer.(Sec. 17-1e) **Applications shall be filed with the Engineering Department.**
5. A **temporary use permit** is required for temporary uses that are not allowed by-right in a specific zoning district but are listed as a temporary use in the UDC provided that the temporary use complies with regulations of this code including parking and sanitation requirements and does not constitute a nuisance for adjacent properties. (Sec. 17-1e) **Applications shall be filed with the Planning Department.**
6. A **transient vendor permit** is required for a person, or the agent, consignee, or employee of a person, who at a fixed location engages in the temporary display, exhibition, delivery, or sale of any goods or services, including animals, with the intent of discontinuing such use upon the expiration of a time period. (Sec. 10-454) **Applications shall be filed with the Planning Department.**
7. A **tent or canopy permit** is required by the Fire Department for tents in excess of 200 square feet and canopies in excess of 400 square feet. (Sec. 10-453) **Applications shall be filed with the Fire Department.**
8. A **special event permit** is required by the Parks Department for use of park facilities and recreational areas. (Sec. 8-42) **Applications shall be filed with the Parks Department.**

PLEASE NOTE: All applicable permit forms, deposit fees and property owner notifications must be completed BEFORE a final permit will be processed and/or issued.

Downtown Business, Arts and Culture District (DBAC) Street Closure Requirements



The City of Tyler Downtown Business, Arts and Culture District is defined as the area bound by Gentry Parkway on the north, Front Street on the south, Beckham Avenue on the east and Palace Avenue on the west.

The DBAC is a densely populated district consisting of numerous businesses, institutions and residences. As the livelihood of commercial businesses depends upon advance timing, access to their site for customers and general conduct of business, certain rules apply to this area as follows:

REVIEW REQUIREMENT: All Applications for the DBAC area, must receive pre-approval from the Main Street Director prior to submitting to the Tyler Police Department. To schedule an appointment contact us at (903) 593-6905 or MainStreet@TylerTexas.com

NOTIFICATION REQUIREMENTS IN THE DBAC: Application for all closure requests in the DBAC must be made 60 business days ahead of

the event. All affected property and business owners must be notified, in writing, between 60 and 45 business days prior to the event, and proof of that notification must be turned in no later than 45 business days prior to the event. Affected property and business owners are those whose access to and use of the building would likely be impacted by the closure.

ALLOWED SCOPE OF CLOSURE: Any type of closure must be carefully considered, keeping in mind public safety, access of emergency vehicles to people and property, the conduct of business in this district and minimizing potential to property in the DBAC. As such, the size of the event closure will depend upon expected crowd size and number of years the event has been in operation. The guidelines are:

- **First year events:** no street or parking closures. (Unless proof of attendance is provided)
- **Up to 300 in attendance:** no street or parking closures.
- **300-500 in attendance:** may apply for closure of parking spaces that immediately surround the T.B. Butler Plaza or selected event area.
- **500-1,000 in attendance:** may apply for closure of streets immediately surrounding the event site (for example, an event on the T.B. Butler Plaza could apply for closure of parking spaces surrounding the square, plus Ferguson, College and Erwin. ALL sidewalks must remain open AT ALL TIMES. Closure may only extend to the curb.
- **More than 1,000 in attendance:** As negotiated with the Tyler Main Street and Police Department.
- The events history and its organizers will be taken into consideration when defining the closure area.

APPLICATION FEE for a DBAC area closure of any type is \$250 per day requested or \$100 per day if applicant is a Downtown business.

DEPOSIT: In addition, A damage/cleaning deposit of \$1,000 will also be due **upon application**. This amount shall be refunded after the event if the closure area, surrounding area, and Fair Plaza Parking Garage is clean, in good order and all complaints/concerns of property owners and businesses within the closure area have been resolved in a satisfactory manner.

The Main Street Director has the right to limit the amount of closures per month due to the impact on Downtown businesses. Typical approval will consists of approximately two to three permits per month and are based on street closure needs. Priority will be given to reoccurring events with those applicants who are in good standing with the City.

USE OF THE T.B. BUTLER PLAZA (the Square) is solely under control of Smith County, owner of that property. Please contact Smith County at (903) 590-4600 or visit this link:

<https://meru1.smith-county.com/Commissioners/Ordinances/DownTownSquare.aspx>

You are encouraged to visit www.DowntownTyler.org for helpful information and links regarding holding events in the DBAC.

Additional Information, Fee Schedule and Contact Information

ADDITIONAL INSTRUCTIONS

Route/Location of Event: A map of the area to be utilized for the parade/special event MUST accompany the application. The permit will not be accepted until a map with the indicated points of closure has been received and approved. Maps must be in electronic format and can be created from Google or Bing maps, or equivalent approved by the City. Hand drawn maps will not be accepted.

Notice to property owners/tenants: The owners/tenants of ALL property along the area that will be affected by the parade/special event shall receive a written notice from the applicant stating the time, date, and EXACT ROUTE/LOCATION of the event, as well as the event activities; e.g., parade, barbecue, music, etc. An approved format for notice is available and can be reproduced **OR** applicants can provide notice by a form notification letter that would include the name, date and time of the event to be handed out or placed at residences/businesses.

SPECIAL NOTE REGARDING DOWNTOWN EVENTS: Certain rules apply to requirements for notification regarding Downtown Business, Arts and Culture District closures. Please see the DTAC closures page within this document for further information.

Traffic and Crowd Control Fees: If police, traffic, or streets personnel will be assigned to handle traffic control and/or crowd control at your special event, please contact the special events permit coordinator at (903)531-1090

PERMIT FEESCHEDULE and APPLICATION DEADLINES

Please see Permit Definitions for Tyler City Code Section References

Type of Permit	Fee	Application deadline
<u>General Parades and Street Closure</u>	<u>\$100 per application</u>	<u>30 days prior</u>
<u>Downtown Business, Arts and Culture District (DBAC) Closures</u>	<u>\$250 per day requested</u>	<u>60 days prior</u>
<u>Block Party</u>	<u>No Charge</u>	<u>30 days prior</u>
<u>Commercial Parade</u>	<u>\$500</u>	<u>30 days prior</u>
<u>Non-Commercial Parade</u>	<u>\$50</u>	<u>30 days prior</u>
<u>Temporary or Limited Right-of-Way (ROW)</u>	<u>\$100 + \$100 per year needed (\$200 minimum)</u>	<u>30 days prior</u>
<u>Easement Indefinite Public ROW Easement</u>	<u>\$350</u>	<u>30 days prior</u>
<u>Temporary Use Permit</u>	<u>\$35</u>	<u>30 days prior</u>
<u>Transient Vendor Permit</u>	<u>\$150</u>	<u>30 days prior</u>
<u>Tent or Canopy Permit</u>	<u>No Charge</u>	<u>30 days prior</u>
<u>Special Event Permit</u>	<u>\$35</u>	<u>30 days prior</u>

Applications for DBAC-area street closures are subject to a \$1,000 deposit that may be returned upon City of Tyler's approval of cleanup of closure area and areas immediately surrounding closure area.

Applications for DBAC-area street closures turned in after the 60-day deadline WILL NOT be accepted. Applications for closures outside of the DBAC that are turned in after the 30 calendar day required notice will be subject to a doubled application fee. Additional fees may be required for police services and/or other special requests. Fee adjustment requests must be submitted for review by the City Manager or his designee.

OTHER CONTACT INFORMATION

<u>Police Officers</u>	<u>City of Tyler Police Department:</u>	<u>(903)531-1090</u>
<u>Parks or Facilities</u>	<u>City of Tyler Parks Department:</u>	<u>(903)531-1370</u>
<u>Food Permits</u>	<u>North East TX Public Health District</u>	<u>(903)535-0030</u>
<u>State Highway Closure</u>	<u>Texas Department of Transportation</u>	<u>(903)590-2900</u>
<u>T.B. Butler Square</u>	<u>Contact Smith County</u>	<u>(903)590-4600</u>
<u>Tent or Canopy Permit</u>	<u>City of Tyler Fire Department</u>	<u>(903)535-0005</u>
<u>Temporary Use Permit</u>	<u>City of Tyler Planning Department</u>	<u>(903)531-1175</u>
<u>Transient Vendor Permit</u>	<u>City of Tyler Planning Department</u>	<u>(903)531-1175</u>
<u>Right-of-Way Easement</u>	<u>City of Tyler Engineering Department</u>	<u>(903)531-1126</u>



Temporary Street Use Permit Form for Street / Lane Closure / Use of Public Right-of-Way
Turn in completed form and all required documentation to: 711 West Ferguson Tyler, Texas
75702
Phone: (903)531-1090 Fax: (903)535-0102

***denotes required information**

SECTION 1: APPLICANT INFORMATION

*APPLICANT NAME: _____ *ORGANIZATION NAME: _____
*ORGANIZATION TYPE: _____ *ORGANIZATION PHONE: _____
*ORGANIZATION ADDRESS: _____
*PRIMARY CONTACT: _____ EMAIL: _____
*CONTACT PHONE: _____ MOBILE: _____
*EVENT DAY "ON-SITE" CONTACT: _____ *PHONE: _____

SECTION 2: EVENT DESCRIPTION AND LOCATION

*EVENT TITLE: _____
*EVENT TYPE: _____
*EVENT DESCRIPTION: _____
*Commercial Parades must have Sponsor(s) listed and Description of Goods or Service to be advertised

*PROPOSED CLOSURE START DATE/TIME: _____ *PROPOSED CLOSURE END DATE/TIME: _____

*EVENT START DATE: _____ *EVENT ENDDATE: _____
*EVENT START TIME: _____ *EVENT ENDTIME: _____
*STARTING POINT: _____ *END POINT: _____
*TOTAL NUMBER OF PARTICIPANTS: _____ *TYPE OF PARTICIPANTS: _____

*STREETS TO BE CLOSED FOR EVENT: _____

Map Attached? Applicant must attach a map of the proposed logistical layout. Applications will NOT be accepted without a map. For events located in the DBAC (downtown), please refer to allowable event closure area guidelines.

SECTION 3: Agreement

BY INITIALING AND SIGNING BELOW, THE APPLICANT AGREES TO THE FOLLOWING:

Reference the Instruction Page for cost breakdown and Necessary Services for your Event Type

***Event Notification (Initial):** By Initialing here, the applicant understands that he/she is required to serve notices to residents and/or businesses in and around the area where the event will be conducted and to submit written approval/notification letters to the City of Tyler with this application.

***Event Insurance (Initial):** By initialing here, the applicant understands that he/she may be required to furnish event insurance. Event Insurance must be general liability coverage for a minimum of one million dollars (\$1,000,000) showing the **City of Tyler as an additional insured and including a waiver of subrogation or waiver of right of recovery for all event dates including set-up and control services.** Please include this information in all insurance documentation.

***Emergency Vehicle Access (Initial):** By initialing here, the applicant agrees to conduct the function in such a manner that at least one lane of the street(s) to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties abutting the function and by police, fire, ambulance, and other such emergency response vehicles.

***Barricades and Traffic Cones Financial Responsibility (Initial):** By initialing here, the applicant agrees to be held financially responsible for any and all street barricades (\$41.00 ea), traffic cones (\$18.00 ea), or other traffic control devices utilized for the purpose of securing the event area that is distributed to the closure site by City staff or picked up from a City Department by the applicant or applicant's designee.

***Traffic Control Plan (Initial):** By Initialing here, the applicant understands that if he/she is submitting an application for a construction street closure, the applicant will also be responsible for detailing a traffic control plan. Applicants are responsible for their own barricades, cones, and signage.

I, the undersigned, agree to comply with the Tyler City Code, including, but not limited to, Chapter 17, sections 17-1 through 17- 14, and all other applicable laws. I understand that, based on the Tyler City Code, the Police Chief may, in the public interest, place reasonable conditions on any such permit relating to the time, place or manner of conduct of the parade, and that the permit may be suspended or revoked, among other things, for violation of such conditions.

I, the undersigned, in accordance with the provisions of Tyler City Code, Chapter 17, sections 17-1 through 17-7, hereby make application for a Parade Permit with Associated Temporary Street Closures.

I hereby certify that all statements in this application are true and complete, and I understand that any misstatement of material facts is grounds for denial of a permit. I also agree to comply with the attached terms of the Temporary Street/Lane Closure Application, including the above Hold Harmless Agreement and to comply with all street/lane closure permit conditions.

*Print Name of Applicant	*Signature of Applicant	*Date

If the temporary street/lane closure is sponsored by an organization, an authorized officer of the sponsoring organization must sign application.

*Officer of Sponsoring Organization	*Signature of Officer	*Date

Temporary Street/Lane Closure Application

Confirmation of Notifications

*Applicant must provide written notice to ALL residents and/or businesses affected by event a **MINIMUM OF 60 DAYS PRIOR TO AN EVENT IN THE DBAC (Downtown Tyler Business, Arts and Culture District)** and a **MINIMUM OF THREE WEEKS BEFORE** the scheduled date of any event outside of the DBAC. The final permit will not be issued until this declaration is on file with the Police Department.*

Please attach documentation of notification to business and property owners who will be subject to impact due to the proposed closure. Examples of acceptable documentation are available at the City of Tyler Police Department and online.

Applicants: This signed acknowledgement must be accompanied by documentation proving notification made to all affected properties and businesses as well as a copy of the notification document.

Applicant: Please review and sign

I hereby declare the attached copy of notification was served to all businesses, institutions, properties and residences within and subject to impact due to the applied-for street closure. I understand this proof of notification must be completed prior to applying for a closure and without proof of notification, no permit will be issued.

Signature of person responsible for distribution or event

Date

It is illegal to post any type of flyer, sign, and notification on light or telephone poles, fences, city rights-of-way, existing signs, trees, bus shelters, etc. The resident or business street/lane closure notifications may be placed on doors, if such placement is done so as to prevent notice from being blown or carried away by the elements.

Do NOT place items into a residential mailbox. It is your responsibility to ensure that all affected persons receive written notification of your event stating, the time(s), date(s), and EXACT ROUTE/LOCATION(s) of the event, as well as the event activities; e.g., parade, barbecue, music, etc.



CITY OF TYLER, TEXAS

PARADE PERMIT# _____

NAME OF EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

This permit is revocable pursuant to Tyler City Code Chapter 17, sections 17-10 through 17- 14.

CHIEF OF POLICE OR DESIGNEE _____ DATE

STREET CLOSURE APPROVAL# _____

NAME OF EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

This permit is revocable pursuant to Tyler City Code Chapter 17, sections 17-10 through 17- 14.

MAIN STREET DIRECTOR OR DESIGNEE _____ DATE

CHIEF OF POLICE OR DESIGNEE _____ DATE

BLOCK PARTY APPROVAL# _____

NAME OF EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

This permit is revocable pursuant to Tyler City Code Chapter 17, sections 17-10 through 17- 14.

CHIEF OF POLICE OR DESIGNEE DATE