



Public Street Use for Special Functions

City streets are normally used to convey vehicular traffic from an origin to a destination. Special uses or events require additional planning or traffic control. Some special street use activities will be allowed if the impact to traffic is properly handled and can be safely arranged. In order to properly analyze the request for an event or activity, the City needs ample time to review and approve the request. Depending on the type of event or activity, a fee will be charged to the applicant(s) for special services. Events or activities that cannot be handled safely, or are hazardous to the general traffic, will not be allowed on public streets. Also, events on streets that could alter a DART bus route and schedule are to be discouraged unless the event takes place after normal bus operating hours. The attached forms should be filled out and submitted with enough advance time as noted for a timely response from City staff.

Policy

It is the policy of the City of Richardson that all traffic control involving public streets be conducted by Richardson police officers. Applicants will be responsible for acquiring these services of necessary police officers through the application and permit process. The attached HARMLESS RELEASE FORM will be filled out by the requestor and two witnesses and will be submitted as part of the permit packet for this application. For events that are not sponsored by the City or by the Independent School District, the requestors will be responsible for acquiring the necessary traffic controls to assure a safe handling of the event. A proposed Traffic Control Plan, if applicable, and a map showing the event's location will need to be submitted for review and comments. No traffic control and/or other device or obstruction will be placed or left on the street or other public right-of-way outside of the permitted hours for the event, as noted in the application. A minimum of 10 ft through clearance within the event area will need to be provided for emergency vehicle passage. No vehicles shall completely obstruct the barricaded sites but will leave a minimum of 10 ft clearance as well. For Street Solicitation requests, the organizers will need to provide the Traffic/Transportation Department a Certificate of Insurance that complies with the City's current standards naming the City of Richardson as an additional insured on the policy. This requirement is in addition to the HARMLESS RELEASE FORM noted previously. Any diversion or redirection of traffic requiring traffic cones, barricades or other devices shall be accomplished according to the current Texas Manual on Uniform Traffic Control Devices. Any traffic controls provided by the organizers will need to meet the current Texas Manual on Uniform Traffic Control Devices standards. Suppliers that can be found in the Yellow Pages under "Traffic Signs & Signals" can rent these types of traffic controls. All traffic controls must be removed promptly after the event.

Instructions

In order to properly review a proposed activity, the applicant should submit the proper application forms according to the type of event, as listed in this document. The forms should be complete when submitted with a description of the proposed event including a map describing the proposed event's location, and anticipated need for City services requested. Special attention should be given to the advance time noted for submission of applications for the event. This is needed in order to assure a timely response from the different City departments involved in the review process. The application forms will then be routed to the various affected City departments for review and comment. Once City staff has had an opportunity to review the application forms, the applicant will be contacted with an explanation, if the request cannot be granted, or if approved, with the associated costs involved, if applicable.

Costs

Traffic controls for events sponsored by City and/or by the Independent School District will not be charged to the organizers, however, in other cases, the City of Richardson may charge organizations, groups or applicant(s) the cost for services rendered for street use activities, as applicable. Examples of services rendered are: rental of cones, barricades or other city equipment, reimbursement for required personnel for tasks, street clean-up or sanitation service, etc. Also, in all cases, when City equipment is provided, any cost associated with damaged or missing items or equipment will be charged to the applicant(s). Costs for traffic control by police officers will be determined and assessed by the Police Department according to departmental policy. The purpose of these fees is to recoup the actual cost of materials, equipment and labor furnished by the City to safely serve the needs of each event.

Special Activity/Street Use

Requests for the following types of Special Activities/Street Use will be made to the following address:

City of Richardson, Transportation and Mobility Department
Attn: Street Use Permits
2360 Campbell Creek Blvd., Suite 525
Richardson, Texas 75082

Phone: 972-744-4320 ▪ Email: norma.mendoza@cor.gov

In all cases, the applicant is required to submit the application no more than six weeks and at least two weeks in advance of the event to be considered.

Block Parties

Neighborhood block parties are encouraged by the City because they foster a united effort to improve the City's overall image of being a community where people desire to live. Neighborhood block parties are considered to be City sponsored activity. They will normally only be permitted on local streets to minimize the impact to the general traffic. The proposed street closure should not affect emergency vehicle response time for travel. Because of this, as noted earlier under "Policy", all block parties will need to provide a minimum of 10 ft through clearance within the event area for emergency vehicle passage. No vehicles shall completely obstruct the barricaded sites but will leave a minimum of 10 ft clearance as well. A petition with the affected residents' signatures is required to inform local citizens of the road closure. All residents on the affected street must be notified and at least 80% of these residents must agree to the temporary closure. A map indicating the event's location must also be attached to the petition.

Races, Marathons, Walkathons, etc.

Are permitted in areas that do not have a significant impact on vehicular traffic. Routes and times of these events are important issues along with the duration of the event. Detailed traffic control plans and maps need to be submitted for City's review as part of the application. It is suggested that, as much as possible, the routes for these types of events be planned in a clockwise direction instead of counter-clockwise. This will help achieve a safer event because it decreases the need for left-turns and lane crossing maneuvers on City streets. Several meetings may need to be set up to coordinate activities between the sponsor and City Staff, if approved.

Parades

Are permitted if they can be safely handled on the roadway. Routes and times of the parade are important issues. A map showing the proposed parade route and possible needed traffic controls must be provided as part of the application for City's review.

Parking Variance/Dumpster Staging

On certain occasions, parking restrictions may need a temporary removal or variance to accommodate a special event and/or temporary construction. For dumpster staging, the application will need to be submitted at least seven (7) working days in advance of the needed date to be considered. For parking variance, the approved application (or copy) is to be placed on the dashboard of the vehicle during the approved period of the variance.

Recurring Traffic Control for Adjacent Land Uses

From time to time, certain businesses may feel the need to provide additional traffic control for the convenience and safety of their clients or customers. This traffic control may be approved by the Police Department provided that the proposed traffic management plan conforms to the latest standards of the Texas Manual of Uniform Traffic Control Devices.

Special Public or Private Events/Street Solicitations

Some activities held on private or public property may require additional manpower to handle a large amount of cars on the roadways. Examples of these generators are: Some Christmas events, July 4th events, stores with large sales requiring special traffic control, or anytime an officer or traffic control is required in the roadway for a non-routine function. For emergency situations contact 911.

Date Submitted:

Date Approved:

Permit #:



Public Street Use: Application

For inquiries contact Transportation and Mobility at 972-744-4320

Type of Activity

- Block Party
- Parking Variance
- Police/Traffic Control
- Other _____
- Bicycle Race
- Walk-A-Thon
- POD/Dumpster/Construction Staging
- Parade
- Foot Race

Explanation

Sponsor

Name	Phone	Email
Address	ZIP Code	

Contact Person

Name	Phone	Email
Address	ZIP Code	

Dates(s) of activity

Time(s): _____ AM/PM to _____ AM/PM

Location (attach map): _____

Activity Location/Route (attach map/sketch as appropriate)

For Department Review

Please respond by _____; otherwise it will be assumed that you don't have comments or objections to this request.

Department File Copy Only _____

Requested City Equipment* (check where appropriate)

- Cones Barricades Signs
 Other (describe) _____

* Sponsor will be held responsible for payment for services provided or loss of City equipment.

Explain other assistance needed:

Equipment to be picked up by sponsor: Yes No

Where and to whom equipment is to be delivered*:

Name	Address	Phone	Email	Best Time

* There must be someone available when City equipment is delivered and picked up.

By signature below, citizen acknowledges receipt of City equipment and assumes responsibility for any and all losses of same.

Cones Barricades Signs
 Other (describe) _____

Delivered To:

Name	Signature	Date

Delivered By:

Name	Signature	Date

Picked Up By:

Name	Signature	Date

All accounted for: _____ Yes _____ No

Missing: _____

Cost of items: \$ _____ City Representative: _____

Amount received: \$ _____ Date: _____ Initials: _____



Public Street Use: Release Form

For and in consideration of the privilege of _____ (“Permittee”) having been granted a permit to use the designated public rights-of-way within the City of Richardson, Texas (“City”) as depicted in the attached application for the purpose of _____ (the “Activity”) commencing at _____ and ending at _____ on the following date(s): _____, does hereby release, indemnify and hold harmless the City, its officers, officials, agents and employees from and against any and all claims, damages, causes of action of any kind whatsoever, statutory or otherwise, personal injury (including death), property damage and lawsuits and judgments, including court costs, expenses and attorney’s fees, and all other expenses made upon the City, directly or indirectly arising out of, resulting from or related to the Activity, including any acts or omissions of Permittee, its agents, officers, employees, patrons and invitees in connection with the Activity. The provisions of this indemnification being solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Permittee shall promptly advise the City in writing of any claim or demand against the Permittee or City arising out of the Activity.

The Permittee understands that the Permittee’s use of the City streets and highways shall be subject to the permit issued by the City and applicable state and local laws. The validity of this Agreement or any of its terms or provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas; and any venue for any action concerning this Agreement shall be in Dallas County, Texas. In the event any one or more of the provisions contained in this Agreement shall be for any reason to be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions, and the Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained in it.

EXECUTED on this _____ day of _____, 20____

Permittee Information:

Group: _____

Name: _____

Title: _____

STATE OF TEXAS §

§

COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20____ by _____.

Notary Public, State of Texas

My Commission Expires: _____



Public Street Use: Block Party Petition

I, the undersigned resident in the _____ block of _____ request that our street be closed for a Block Party on _____ from _____ to _____. I understand that I am responsible for any traffic controls needed for this event including signs, barricades and lights provided by the City. As applicable, the following person accepts responsibility for all traffic controls for this event until they are returned to the City of Richardson, and agrees to pay for the damages to, or loss of, any of these traffic controls.

Name	Signature	Date
Address	Phone	Email

As applicable, the needed traffic controls will be delivered to the above noted person prior to the time of the Block Party. Petition must be submitted two weeks prior to the party for Traffic Control approval. The City can furnish the needed traffic controls for a limited number of Block Parties per weekend, and petitions are accepted on a first-come, first-serve basis. The undersigned residents do not object to their street being blocked off during the hours noted. All residents on the street must be notified and at least 80% of these residents must agree to the temporary closure and sign this petition. If needed use page 2 of this petition. Page 2 can be copied for added signatures.

Name	Address	Agree	Notified

Please return this form and other attachments in person, by mail, or by email to:
 City of Richardson, Transportation & Mobility Department
 Attn: Street Use Permits
 2360 Campbell Creek Boulevard, Suite 525
 Richardson, Texas 75082
 Phone: 972-744-4320 • Email: norma.mendoza@cor.gov

