

CITY OF LAWRENCE DEPT. OF PUBLIC WORKS

APPLICATION FOR SPECIAL EVENT

1. MUST BE SUBMITTED AT LEAST 90 DAYS IN ADVANCE OF EVENT.
2. MUST INCLUDE COURSE MAP WITH TRAFFIC CONTROL SPECIFIED FOR EACH INTERSECTION.
3. APPLICANT MUST NOTIFY ALL PROPERTIES AFFECTED BY ROUTE VIA US MAIL 30 DAYS PRIOR TO EVENT. AN AFFIDAVIT OF MAILING IS REQUIRED.
4. A RIGHT OF WAY USE PERMIT WILL BE REQUIRED FOR EACH INTERSECTION INVOLVED. PERMIT FEE IS \$125.00 EACH.
5. SEVEN (7) DAYS PROPR TO THE EVENT, SIGNS MUST BE PLACED AT EACH AFFECTED INTERSECTION NOTIFYING THE PUBLIC OF THE EVENT. THE SIGN MUST INCLUDE THE EVENT NAME, DATE, AND START AND END TIME. ALL SIGNS MUST BE COLLECTED FROM THE INTERSECTION(S) WITHIN 48 HOURS OF THE COMPLETION OF THE EVENT.

ORGANIZATION NAME (ATTACH BACKGROUND ON ORG): _____

POINT OF CONTACT: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

TYPE OF EVENT: _____

LOCATION OF EVENT: _____

DATE(S) OF EVENT: _____

NUMBER OF EVENT STAFF: _____ ESTIMATED TO ATTEND: _____

TIMES: SETUP: _____ BEGIN: _____ END: _____

SUMMARY OF ACTIVITIES:

PLANNING MEETING(S): _____

*****SUPPORT REQUESTED ~ SPECIFICALLY DESCRIBE WHAT PUBLIC SAFETY RESOURCES ARE NEEDED
POLICE:**

FIRE/EMS:

The undersigned affirms under penalty for perjury that the answers, representations, and information provided in this application are true and correct.

Signature

Printed Name

Date