



## STREET CLOSURE/SPECIAL EVENTS PERMIT

The Community Development and the Broomfield Police Department have adopted standards for the closure of the streets for private use to safeguard the interests of the applicants as well as the general public. **See Page 2 requirements for street closure due to construction.**

- Application for street closures / special events must be filed with the City and County of Broomfield Community Development Department a minimum of 14 days prior to the event. The application is routed to the Public Works Department, Police Department, Parks Department, and City Traffic Engineer for approval. Use of park areas, open space and trails, consumption or sale of alcoholic beverages or vending of any kind on City property requires additional permits and possible fees through the Recreation Department, City Clerk's Office, and City and County Manager's Office. Notification is also sent to the North Metro Fire Rescue Department.
- This permit should be used when obstruction in Broomfield right-of-way is needed but a construction permit is not required (tree trimming, crane lift, event parking on street, etc.)
- Block Parties with the consumption of alcoholic beverages will adhere to Broomfield Municipal Code (BMC) Chapter 9-80 Open Container of Alcoholic Beverages.
- Block parties/special events shall be permitted only between 10:00 am and 10:00 pm for a maximum of six (6) hours in residential areas. Any deviation from this will require permission from the City and County Manager's Office. All City and County and State laws and ordinances will be obeyed within the areas blockaded; this includes the City and County's noise ordinance.
- A statement of permission from the people who live in the area where the block party/special event occurs must be submitted with the application. Every resident or business must be notified of the closure. If the occupant is unavailable, a notice shall be left at the address indicating the street to be closed with the date and hours specified on the notice. If upon the receipt of the statement, a majority of the people who reside along the street affected approve of the request, the reviewing departments will take the request under consideration for final approval. Those not favoring the request will be given every consideration possible. Notification is usually given within five (5) days.
- A copy of the notification mailer/door hanger must be submitted with the application for all special events (races, parades, etc.).
- Residents must be allowed vehicle access to their homes. Emergency access must be maintained at all times, and barricades shall be removed immediately for such purposes.
- The City and County will provide required barricades free of charge for block parties. Barricades for parades are the responsibility of the applicant. This may require the hiring of Police officers, barricades or other devices as determined by the City Traffic Engineer. For block parties, barricades will be delivered to the applicant's address by City crews on the last working day prior to the scheduled party. Barricades will be picked up the first day following the party. It is the responsibility of the applicant to set up and take down the barricades per the date and times of the approved party. Only approved barricades shall be used.
- The applicant shall be responsible for the immediate clean-up of the street(s) prior to the re-opening to vehicular traffic.

When the applicant has secured the signatures of all residents or businesses approving the street closure/special event and the closure has been approved by the City and County, the applicant will assume all responsibility for meeting the above conditions. The applicant is liable for any and all claims that may arise as a result of the street closure. The City and County of Broomfield is relieved of any and all liability. The City and County of Broomfield can revoke this permit at any time as the result of a safety condition or improper use of this permit. If you have any questions, please contact the Community Development Department at 303-438-6380.



STREET CLOSURE/SPECIAL EVENTS  
PERMIT

**STREET CLOSURE DUE TO CONSTRUCTION:**

This permit application should be used when a full street closure (including alleys) is required due to a construction project. You do not need to use this permit if you have a Public Private Improvement Permit (PIIP) with an approved traffic control plan that maintains a minimum of one lane of traffic with flaggers.

In addition to this application the following must be completed for a street closure for construction work:

- Applicant/Developer must have an approved Broomfield Public Private Improvement Permit (PIIP).
- Applicant/Developer must acquire approval/permit from all adjacent jurisdictions impacted by the street closure.
- Applicant/Developer must notify RTD and local school(s) of closure (if necessary).
- Applicant/Developer must provide notification to local residents/businesses. The manner of notification will depend on the street type as follows:
  - Local Street
    - Provide notification mailer/door hanger to all residents along street to be closed.
  - Connector Street/Arterial
    - Provide message board along route minimum of 1 week prior to closure.
    - Provide notification mailer/door hanger to all businesses/residents directly impacted by closure (Coordinate with City Traffic Engineer to identify).
- Communication to City Council/City & County Manager's Office and notification on the contractor website of street closures is required if any of the following apply:
  - The detour distance exceeds 1 mile
  - The closure time exceeds 1 week
  - The detoured vehicles exceed 5,000 average daily trips (ADT)
- If notification is required, the applicant must submit the following to the City Traffic Engineer a minimum of 2 weeks prior to the closure (the City Traffic Engineer will provide the notification to City Council/City & County Manager's Office):
  - Road Closed Street of Detour Route
  - Map of detour route.
  - Length of closure with dates.
  - Contact information (name and phone number) for person public can contact if they have any questions.
  - Link to The contractor's website containing the detour information.
  - The contractor's website will need to be updated with the above information prior to submitting the notification.

**\*Note: Street closures should be a last resort and every effort should be taken for streets to remain open.**



CITY AND COUNTY OF BROOMFIELD

Engineering Division 303-438-6380

One DesCombes Drive, Broomfield, CO 80020

E-MAIL: [engineeringpermits@broomfield.org](mailto:engineeringpermits@broomfield.org)

Fax: 303-438-6297

STREET CLOSURE/SPECIAL EVENTS PERMIT APPLICATION

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ (Please Print)

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby apply for a Street Closure / Special Events Permit in order to conduct a:

- Block Party (without consumption of alcoholic beverages)(attach map)
Block Party (with consumption of alcoholic beverages)(attach map)\*
Parade/Race (please attach map indicating proposed route and traffic control plan)
Other (please explain and attach required maps)

Will you be using a park, open space or trail? YES \_\_\_ NO \_\_\_ Location: \_\_\_\_\_

Have you a completed a Park Reservation Request through the Recreation Department? YES \_\_\_ NO \_\_\_ If not, please go to: https://www.broomfield.org/593/Parks-and-Park-Shelters

Street to be Closed: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ (Intersecting Street)

Closure Date: \_\_\_\_\_ From (Time) \_\_\_\_\_ To (Time) \_\_\_\_\_ (10:00 am to 10:00 pm for maximum of 6 hours in residential areas)

I, (the applicant) agree that all City and State Laws and Ordinances will be obeyed within the area of the closure, and agree to abide and meet the conditions that are stated in the "Request for Street Closure / Special Events." I, (the applicant) am responsible for any and all claims that may arise as a result of the street closure / special event.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVALS

Approval - Recreation Department: \_\_\_\_\_ Date \_\_\_\_\_

Approval - Parks Department: \_\_\_\_\_ Date \_\_\_\_\_

Approval - Open Space & Trails Department: \_\_\_\_\_ Date \_\_\_\_\_

Approval - Police Department: \_\_\_\_\_ Date \_\_\_\_\_ (Officers required for traffic control: Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_)

Approval - Public Works Department: \_\_\_\_\_ Date \_\_\_\_\_ (Traffic Control devices needed: Yes \_\_\_ No \_\_\_ Comment \_\_\_\_\_)

Approval - City Traffic Engineer: \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL - FINAL: \_\_\_\_\_ Date \_\_\_\_\_

Notification - North Metro Fire Rescue Department: \_\_\_\_\_ Date \_\_\_\_\_

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

