

# **Street Closure Permit Instructions**

**(for Block Parties, Organizations, Businesses, Churches, etc.)**

In order to block a residential city street, event organizers must complete a [Street Blockage Permit Application](#) form and have it approved by the Dayton Police Department **30 days** prior to the event for the scheduling requirements of the Street Maintenance Department.

Effective 2017 the Street Maintenance Department fee to deliver and pick up barricades is **\$50** which must be remitted with the permit application.

**\*NOTE: Fees must be paid at time of application to guarantee barricade delivery. FEES ARE NON-REFUNDABLE.**

Guidelines for application are:

- The event must be open to the residents of the blocked street and a majority of the residents on the block must sign the approval form.
- Streets can only be blocked during daylight hours and are limited to one street block.
- Event organizers are required to set up and take down the barricades at the conclusion of the event.
- The Barricade delivery fee of **\$50 payable to the City of Dayton** must be remitted with application.

Barricade delivery cannot be scheduled until the permit application is approved and permit fee is paid.  
*If the street blockage requires more than 10 barricades there will be an additional \$10.00 per barricade charge.*

Send completed application and resident signature forms to:

**Dayton Police Department  
Attn: Cindy August, NAO Supervisor  
335 W. Third St. – Room 309  
Dayton, Ohio 45402**

**Phone : 937-333-1350**

**Fax: 937-333-1324**

**E-Mail: [cynthia.august@daytonohio.gov](mailto:cynthia.august@daytonohio.gov)**

***If you have any additional questions, contact Cindy August at 937-333-1350***

**CITY OF DAYTON**  
**APPLICATION FOR STREET CLOSURE PERMIT**

Dayton Police Department  
ATTN: C. D. August, NAO Supervisor  
335 West Third Street, Rm. #309; Dayton, Ohio 45402  
(937) 333-1350

[cynthia.august@daytonohio.gov](mailto:cynthia.august@daytonohio.gov)

**STREET MAINTENANCE FEE: \$50.00 for Street Closures**  
*(Made payable to: The City of Dayton)*

**FORM TO BE COMPLETED AND RETURNED 30 DAYS PRIOR TO THE EVENT.**

- Notify ALL residents who's only route for access to and from their property is affected by this event before submitting application.
- ATTACH RESIDENT SIGNATURE FORM TO THIS APPLICATION.

To the Chief of Police:

I (we) hereby apply for a permit for a STREET CLOSURE for the following date and time.

Event Information:

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Time of Street Closure: \_\_\_\_\_ to \_\_\_\_\_

Name of street to be blocked: \_\_\_\_\_

Street will be blocked between \_\_\_\_\_ and \_\_\_\_\_ Streets.  
*(Example: West Third between Perry Street and St. Mary's Street)*

1. Organization / Sponsor Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

2. Contact Person(s) Authorized to Represent This Permit On All Matters:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

3. Nature of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

4. Resident Notifications: Attached: \_\_\_\_\_ Not Attached: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

This STREET CLOSURE permit application is hereby:

GRANTED: \_\_\_ NOT GRANTED: \_\_\_ PERMIT NUMBER: \_\_\_\_\_ / 2017

subject to the conditions of this application.

Dayton Police Department Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

## **CONDITION OF THIS STREET CLOSURE PERMIT:**

Guidelines and conditions are:

The event must be open to the residents of the blocked street and a majority of the residents on the block must sign the approval form.

**STREET CLOSURES can only be scheduled during daylight hours and are limited to one street block.**

**The permit holder will set-up barricades to block the street and will remove them at the conclusion of the event.**

**The barricades should be placed back at the delivery location for pick-up by City of Dayton Street Maintenance.**

The laws of the City and State must be observed, including but not limited to: litter, noise (loud music), liquor and conduct.

Access must be provided for fire apparatus and/or other emergency vehicles in case they are needed. Therefore, parking must be limited to one side of the street only.

The City of Dayton will be held harmless from any claim for damage which might arise by reason of the issuance of this permit.

This permit is valid for the stated date and time only.

**PERMIT MUST BE IN THE APPLICANT'S POSSESSION AT THE TIME OF THE EVENT.**

