

TRANSPORTATION DEPARTMENT

SPECIAL EVENT TEMPORARY STREET CLOSURE & TRAFFIC CONTROL REQUEST FORM

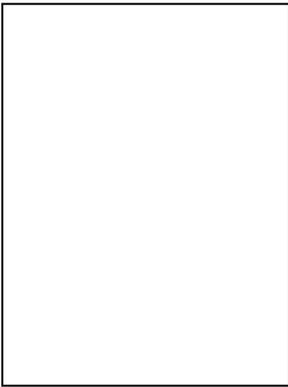
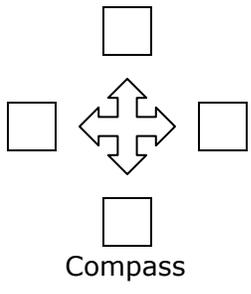
If you wish to request traffic control for a special event, you are required to submit the following information to the Transportation Department at least 30 days before the proposed event. Events that impact other residents/businesses will require written approval from those impacted.

| | |
|-------------------|---|
| Event Information | Today's Date: _____ Event: _____ Organization: _____ Beginning Time/Date: _____ Ending Time/Date: _____ Event Coordinator: _____ Telephone Number: <u>Daytime</u> _____ <u>Evening</u> _____ Have you discussed this closure with affected residents/businesses? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Can event coordinator place and/or remove barricades? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-------------------|---|

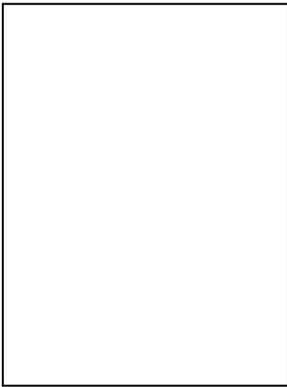
| | |
|------------------|---|
| Requested Action | Request for: <input type="checkbox"/> Partial Street Closure <input type="checkbox"/> Parking Restriction <input type="checkbox"/> Full Street Closure Please describe the requested action below and use map provided to identify closure(s) clearly or attach a written description and a detailed drawing. _____ _____ _____ _____ |
|------------------|---|

| Approvals: | Special Conditions: |
|----------------------|---------------------|
| Police _____ | _____ |
| Fire _____ | _____ |
| Traffic _____ | _____ |
| Transportation _____ | _____ |
| City Manager _____ | _____ |

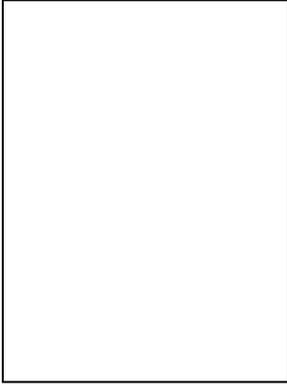
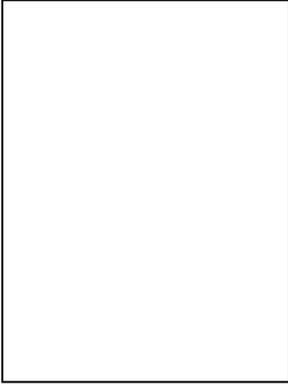
Please direct all inquires to:
 City of Stillwater Transportation Department, 723 S. Lewis, Stillwater, OK 74075
 Attention: City Engineer / Telephone: 742-8261 / Fax: 742-8324



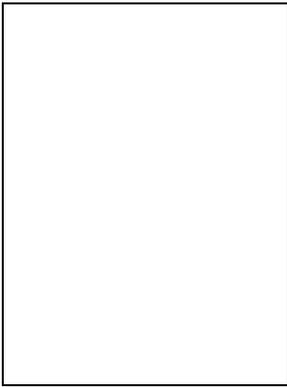
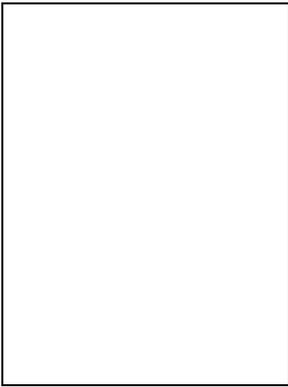
Street Name



Street Name



Street Name



CITY OF STILLWATER
SPECIAL EVENT TEMPORARY STREET CLOSURE
&
TRAFFIC CONTROL REQUEST PROCEDURE

1. Special Event Temporary Street Closure & Traffic Control Request Form submitted to City Engineer.
2. The City Engineer will forward completed Request to Police, Fire and Traffic for review, comments and approval within 7 calendar days.
3. Upon receipt of input from Police, Fire and Traffic, the City Engineer will prepare a recommendation to the Transportation Director or will contact the requester to obtain additional information if needed to complete the evaluation and make a recommendation.
4. The Transportation Director will review the Request and the City Engineer's recommendation within 7 calendar days and provide a recommendation to the City Manager.
5. The City Manager will review the Request, Transportation Director's recommendation within 7 calendar days.
 - a. If the City Manager approves the Request, work will be scheduled to implement the request.
 - b. If the City Manager denies the Request, the City Engineer will notify the citizen in writing of the denied request and reasons why it was not approved.
6. If the City Manager denies the Request, the City Manager's decision may be appealed to the City Council in writing through the City Engineer. The aggrieved party must submit a written appeal within 10 calendar days after the citizen has been notified that the City Manager decided to uphold the denial of the request.
 - a. The City Council will review the Request and the Transportation Director's recommendation at the next available Council meeting.
 - b. If the City Council overrules the decision to deny, the form will be forwarded to Police, Fire and Traffic for review and approval within 7 calendar days. Upon receipt of approvals from Police, Fire and Traffic, work will be scheduled to implement the request.
 - c. If the City Council upholds the decision to deny, the City Engineer will notify the citizen in writing of the denied request and reasons why it was not approved.

City of Stillwater Special Event Traffic Management/Parking Request Procedure

