

SPECIAL EVENT PERMIT APPLICATION

PLEASE TAKE TIME TO REVIEW THE APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION.

The Town of Oro Valley is proud to have its residents and visitors host a multitude of community events to improve the quality of life and contribute to the economic vitality of the Town. The following pages include the Town of Oro Valley Special Events Permit Application and accompanying instructions developed to guide you through the permit process.

Any organized activity including the use of, or having impact upon public property, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit. Completed applications must be received no later than sixty (60) days prior to an event start date and may be submitted as early as (12) months prior to the event start date. For the processing of the application, additional fees will be assessed based on the entire event production requirements.

Please review the application in its entirety.



CONTACT

Community & Economic Development Department

Andrew Fairbanks
Tourism Strategies Coordinator
(520) 229-4846
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Community & Economic Development
11000 N. La Canada Drive, Oro Valley, AZ 85737

APPLICATION INSTRUCTIONS

PERMIT APPLICATION PROCESS

The Permit Application Process begins when the Event Organizer submits a completed Application and Non-Refundable Permit Fee. During the initial application screening process, you will be allowed time to provide all pending documents (e.g., Liability Insurance, secondary permits, etc.). Upon receipt of your completed Application, a representative from the Town will contact you. Thereafter, this person will serve as your Town Liaison and will be your primary point of contact for the processing of your permit.

A completed application must have all applicable sections of the application complete and must include a detailed site plan / map including a side legend of the event layout. Any application that is submitted without a site plan / map of the event layout will be deemed incomplete and returned to the applicant.

Your Town Liaison will distribute, for review, copies of your Application to all Town Departments affected by your event. You may be contacted individually by these departments only if they have specific questions or concerns about your event. Please be aware that in some cases you may need to contact federal, state, or county agencies in addition to the Town of Oro Valley.

Throughout the Application Process you will be notified if your event requires any additional information, permits, licenses or insurance. Delays in providing the requested items often delay the ability to finish the Application Process and approve an Application in a timely manner and could result in denial of the application.

Note: Keep in mind that acceptance of your Application should in no way be construed as final approval or confirmation of your Permit. Please complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. Incomplete applications will not be processed.

NON-REFUNDABLE PERMIT FEE

Fees are determined taking into consideration the needs of the Host Organization. The Fee is established by resolution of the Town Council and may not be waived.

Event organization will be required to create an online portal account to submit new applications, making payments, scheduling inspections, etc.

New customers, without existing permits or applications, may proceed to the customer portal and create your new account.

<https://twn-orovalley-az.smartgovcommunity.com/Application/CaseApplicationEntry>

***A late fee will be applied in addition to the permit fee if the application is submitted less than thirty (30) days from the date of the special event.**

Event Fee	
Permit Fee * The fee range depends on the needs of the event. Additional fees may apply.	Late Fee*
\$50.00 - \$200.00	\$300.00

CANCELLATION POLICY

Should Event Organizer, for any reason, need to cancel their event they must first notify their Town Liaison. Written notice of cancellation must be received in our office no later than thirty (30) days prior to the event start date. Cancellations must be in written form; verbal cancellations will not be accepted.

Please keep in mind that Permit Fees are non-refundable. It is also possible that fees related to Police Services will still be incurred. Please contact your Town Liaison for more details.

Should, before or upon the date of the event, Public Health Regulations change to prohibit such event or gathering, the Town will notify Event Organizer of the public health closures via email by 3:00 pm on the reserved date.

INSURANCE

Host Organization and/or Event Organizer must provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate, AND \$1,000,000 Auto Liability if the event includes any moving vehicles including golf carts AND an additional insured endorsement naming the Town of Oro Valley, its officers, employees, and agents' as additional insured. \$2,000,000 Liquor Liability if the event is selling alcohol. \$2,000,000 Liquor Host if the event is distributing alcohol at no charge.

All vendors participating in the event and service providers must provide insurance as well as all contracted services for the event i.e., Security services, rentals, traffic management, etc. This document must be submitted no later than thirty (30) days prior to the event start date.

SPECIAL EVENT PERMIT APPLICATION			
SECTION I: Contact Information. Required information. Please complete entire section.			
Host Organization: the organization accepting all financial responsibility for the event and provides the required insurance.			
Organization Name:			
Type of Organization:	Corporation	Non-Profit <i>Must provide copy of determination letter</i>	LLC
Address:			
Phone Number:			
Website Address:			
Event Organizer: Only those authorized as event organizer and secondary event organizer will be able to make changes to the application.			
Name & Title:			
Phone Number:			

Mobile Number:	
Email:	
Secondary Event Organizer: Only those authorized as event organizer and secondary event organizer will be able to make changes to the application.	
Name & Title:	
Phone Number:	
Mobile Number:	
Email:	
On-Site Contact: Person who will be on-site and will be the primary contact on the day(s) of the event.	
Name:	
Title:	
Check if same as above for Event Organizer or Secondary Event Organizer	
Phone Number:	
Mobile Number:	
Email:	

SECTION II: Event Information. Required Information. Please complete entire section.			
Event Details			
Event Name:			
Type of Event:	Athletic/Tournament	Farmers/Outdoor Market	Car/Motorcycle Show
	Festival/Celebration/Ceremony	Parade/Procession/March	Concert
	Other:		
Detailed Event Description:			
Event Location:			
Is this an annual event?	YES		NO
Is this a multi-day event? If so, how many days?			No. Days:
Anticipated Attendance	Total:		Daily:
Previous Years Attendance	Total:		Daily:
Event Set-Up & Tear Down			

Set-Up Date:		Time:		AM	PM	Day of the Week:	
Event Start Date:		Time:		AM	PM	Day of the Week:	
Event Ends Date:		Time:		AM	PM	Day of the Week:	
Tear Down Date:		Time:		AM	PM	Day of the Week:	

If your event is a multi-day event, please complete the following information for each separate date. If event is longer than two (2) days, please attach additional sheets with the requested information.

Additional Day One:

Set-Up Date:		Time:		AM	PM	Day of the Week:	
Event Start Date:		Time:		AM	PM	Day of the Week:	
Event Ends Date:		Time:		AM	PM	Day of the Week:	
Tear Down Date:		Time:		AM	PM	Day of the Week:	

Additional Day Two:

Set-Up Date:		Time:		AM	PM	Day of the Week:	
Event Start Date:		Time:		AM	PM	Day of the Week:	
Event Ends Date:		Time:		AM	PM	Day of the Week:	
Tear Down Date:		Time:		AM	PM	Day of the Week:	

SECTION III: Site Plan/Map Instructions

A detailed site plan is required as part of the application. While site plans are not required to be professionally drawn, they must be legible and provide sufficient detail to demonstrate what an event will look like when activated. The site plan should clearly show the entire event footprint, including the names of all streets or areas that are part of the venue and the surrounding area. Site plan footprints should be on an aerial view to show the relationship and location of event items with surrounding properties. Colored site plans are preferred but may be accepted in black and white if the footprint is legible and identifiable. If multiple site plans are submitted, one key map showing an overall footprint and corresponding sheet number shall be submitted.

If applicable, the following must be shown on the site plan as part of the activated event footprint:

- Tables, chairs, bars, furniture, seating, activities, and games
- Barriers and/or barricades
- Stages (location and dimensions), speakers, platforms, scaffolding, bleachers, grandstands
- Canopies, tents, portable toilets, booths, beer gardens, trash containers and dumpsters, and other temporary structures
- Food booths and cooking areas, grills, and flammable gases
- Event footprint dimensions and exits
- Generator locations and/or source of electricity
- Placement of display vehicles, food trucks, trailers
- Fencing height and type along with entrance and exit locations
- Passenger loading and unloading areas for valet, transport vehicles, ride providers or shuttles
- Signs, banners, elaborate decorations such as inflatables, balloon arches, etc.,
- Vendor and merchandise areas or booths
- Location of first aid station and emergency services (if applicable).

Course Map/ Route: A detailed route or racecourse is required for distance events such as walks, runs, rides, races, and parades. Indicate the direction of travel and all street or lane closures. All event items being placed along the course, must be included as part of the event request. This includes any temporary toilets, water stations, aid stations, tables, canopies, signs, etc.

Traffic Control Plan: A traffic control plan is required if the event impedes, obstructs, impairs, interferes, or disrupts normal use of Town's streets, facilities, public sidewalks, or right-of-way. The applicant is responsible for hiring a barricade company for any street, alley, lane, or public sidewalk closure. The Town does not provide barricades. For road closures, detour routes including necessary detour signs shall be shown on the plan. Homemade devices, vehicles and/or other objects are not authorized in lieu of barricades. Any street closures and barricade setup/removal shall match the approved barricade plan on file. Oversight of barricade setup is the responsibility of the event applicant. Discrepancies or safety issues may result in the delay or cancellation of the event.

SECTION IV: Parking & Shuttle Service. Required information, please complete entire section.

Parking Encroachment Details. Be advised on the following parking zones that cannot be reserved: no parking zones, disabled parking, and loading zones. These three zones may not be reserved.

- Temporary No Parking Signs must indicate the Date and Time of Restriction.
- Temporary No Parking Signs must be posted by the permittee a maximum of 72 hours and a minimum of 24 hours before the date and time they are to take effect.
- Temporary No Parking Signs SHALL NOT cover or obscure existing signs or parking meter heads.
- Temporary No Parking Signs must be unobstructed and clearly visible by drivers on the street or affected parking patrons. Post the Temporary No Parking Signs:
 - Facing oncoming traffic, directly below the existing signage, and at a 45-degree angle to the street
 - Fastened at both top and bottom
 - Signs must include "Entire Parking Lot" if an entire parking lot will be closed
 - Signs must include "Entire Block" if an entire block will be closed
- All Temporary "No Parking Signs" must be removed by the permittee upon the expiration of the signs or at the end of the event, whichever comes first.

YES	NO		
		Parking Garage?	Location:
		Street Parking?	Location:
		Parking Lot?	Location:
Impacts ADA/Disabled Parking Stall(s) or Pedestrian Access Ramps?			

Please describe Public Parking arrangements. (Please indicate location(s) on Site Plan/Map) If parking is located on private property, please provide a copy of written authorization.

Shuttle Service Details. Complete if shuttle services are provided for this event. If providing a private shuttle service, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and Arizona State License.

Please describe plan:

Company Name:	
Contact Name:	
Address:	
Phone Number:	
Email:	

SECTION V: Street Closure(s)

Complete this section only if your event will include a street closure, if not please proceed to Section VI.

Does host organization have its own barricades and signage equipment?	YES		NO	
Host Organization will rent barricade and signage equipment.	YES		NO	

If renting from or hiring a private company, please provide the following information.

Company Name:	
Contact Name:	
Address:	
Phone Number:	
Email:	

Notice of Temporary Street Closure

The Town of Oro Valley requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such a street closure.

Please use the "Notice of Temporary Street Closure" form located in the Appendix as proof of notice of the proposed street closure. This "Notice of Temporary Street Closure" document may be reproduced as needed.

Closure(s)

Closure Start Date:		Closure End Date:	
Closure Start Time:	AM PM	Closure End Time:	AM PM

If your event requires multi-day street closures, please complete the following information for each separate date. If your event requires street closures longer than three (3) days, please attach an additional sheet of paper with the requested information.

Additional Day One

Closure Start Date:		Closure End Date:	
Closure Start Time:	AM PM	Closure End Time:	AM PM

Additional Day Two

Closure Start Date:		Closure End Date:	
Closure Start Time:	AM PM	Closure End Time:	AM PM

Additional Day Three

Closure Start Date:		Closure End Date:	
Closure Start Time:	AM PM	Closure End Time:	AM PM

Traffic Plan

It may be necessary for the Event Organizer to obtain a Professional Traffic Plan.

Please keep in mind that streets must be closed from intersection to intersection; streets cannot be closed mid-block. Event Organizer is responsible for posting Temporary "No Parking" Signs according to requirements on page 7.

Please list the streets, from intersection to intersection, which will be closed for your event. Space is provided for up to seven (7) entries. If you need more space, please attach an additional sheet of paper with the requested information. Your Site Plan/Map must show all streets, street closures, and must include a designated 12-foot-wide emergency access lane.

1	Street Name:			
	From (cross street):			
	To (cross street):			
Type of Closure:		Street Closure	Sidewalk Closure	Lane Closure
2	Street Name:			
	From (cross street):			
	To (cross street):			
Type of Closure:		Street Closure	Sidewalk Closure	Lane Closure
3	Street Name:			
	From (cross street):			
	To (cross street):			
Type of Closure:		Street Closure	Sidewalk Closure	Lane Closure
4	Street Name:			
	From (cross street):			
	To (cross street):			
Type of Closure:		Street Closure	Sidewalk Closure	Lane Closure
5	Street Name:			
	From (cross street):			
	To (cross street):			
Type of Closure:		Street Closure	Sidewalk Closure	Lane Closure
6	Street Name:			
	From (cross street):			
	To (cross street):			
Type of Closure:		Street Closure	Sidewalk Closure	Lane Closure
7	Street Name:			
	From (cross street):			
	To (cross street):			
Type of Closure:		Street Closure	Sidewalk Closure	Lane Closure

SECTION VI: Venue & Staging. Required information. Please complete entire section.

Will this event take place in a park?	YES	NO
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If yes, a Park Facility Permit Application must be submitted.

If you plan to hold your event at a town park it is your responsibility to contact the appropriate division or facility manager within the Parks & Recreation Department to coordinate the schedule of your event. Rules, regulations, and restrictions unique to each site/facility may apply. For more information, please contact the Parks & Recreation Department at (520) 544- 1900.

Production Details

Please mark all that apply:	Amplified Music	Bleachers	Dance Floor(s)	Live Entertainment
	Microphone(s)	Disk Jockey (DJ)	Balloons	Animals
	Loud Speaker(s)	Jumper	Moving Vehicles (Including golf carts)	Stage

Stage Number & Size:

Provided by:

DRONE Launching: Will Drones be launched at event? YES NO

Arizona drone laws require you to register your drone with the FAA (Federal Aviation Administration) before flying outdoors. Flight must occur within visual line-of-sight and can only happen during the daytime (30 minutes before sunrise to 30 minutes after sunset). The pilot is limited to 400 feet above the ground and 100 mph. They need to keep away from restricted airspace (5 miles from airports, 3 miles from heliports, 2 miles from seaplane bases, etc.). The pilot needs to maintain 5 miles away from crowds or events (including political rallies, festivals, parades, and fireworks displays) that are not directly related to the operation.

Animals: Will there be any kind of animals at this event? YES NO

If animals will be present, please list the type of animals:

Food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provide portable hand-washing stations.

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map with Legend. Use of the above items may require the Event Organizer to meet Fire Department, ADA regulations, and insurance requirements.

SECTION VII: Catering, Food & Retail Vendors. Required information. Please complete entire section.

Vendor Details

Event Organizer must obtain a health permit for the event including all food providers. If alcoholic beverages will be provided or sold at the event, a State Permit is required. Alcohol Permit application must be submitted to the Town for approval a minimum of 60 days prior to the event. Police services may be required.

Event will include the following (please mark all that apply):

Alcoholic beverages Sold	Beer	Wine	Liquor		
Alcoholic beverages Hosted	Beer	Wine	Liquor		
Food vendors	How many vendors:		How many food trucks:		
Professional Catering	How many booths:		Prepackaged Items	How many booths:	
Pot-Luck Items	How many booths:		Retail vendors	How many booths:	

NOTE: A complete list of all vendors / exhibitors must be provided a minimum of 30 working days prior to the event. All participating vendors must have a Town of Oro Valley Business Tax Certificate, and Liability Insurance.

SECTION VIII: Sanitation & Waste Removal

Will Event Organizer provide portable restroom facilities? YES NO

If yes, a copy of the rental company's Town of Oro Valley Business Tax Certificate and Liability Insurance must be attached to Permit Application. Please indicate location(s) on your Site Plan/Map.

Company Name:	
Contact Name:	
Address:	
Phone Number:	
Mobile Number:	
Email:	

Waste Removal Details

Event Organizer is responsible for arranging for the removal of all waste related to the event. This includes but is not limited to emptying of trash bins and the removal of waste from the event site and other affected areas. A copy of the sanitation company's Town of Oro Valley Business Tax Certificate and Liability Insurance must be attached to Application. If not hiring a professional sanitation company, please provide the following information for the person(s) responsible for waste removal.

Contact Name & Title:	
Phone Number:	
Mobile Number:	
Email:	

If hiring a professional sanitation company, please provide the following information.

Contact Name & Title:	
Phone Number:	
Mobile Number:	
Email:	

SECTION IX: Security, Police & Fire. Required information. Please complete entire selection.

Security and/or Police

Event Organizer is requesting assistance from the Oro Valley Police Department. The Oro Valley Police Department will require a signed contract for services provided via Extra Duty Solutions. Please contact Extra Duty Solutions (520) 988-3130 orovalleyaz@extradutysolutions.com	YES		NO	
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Event Organizer will provide a private security company.	YES		NO	
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If providing a private security company, please provide the following information and attach copies of the company's Town of Oro Valley Business Tax Certificate, Liability Insurance and Arizona State License.

Contact Name:	
Address:	
Phone Number:	
Mobile Number:	
Email:	

Fire (Fire and Building & Safety Permits may be required)

Will there be fireworks, pyrotechnics, mock gunfire/other weaponry for special effects?	YES	NO		
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Will event require the use of electrical generators?	How many?		Size(s):	
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Note: Please be advised that a police officer is required to be present any time weapons are loaded and/or discharged. Please contact your Town Liaison for more information.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information.

Date and Time of Demonstration:	
--	--

Company Providing Demonstration:	
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Demonstration & Location Description (Please indicate the location of the show and/or launching on the Site Plan/Map):	
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SECTION X: Emergency Services. Required information. Please complete entire section.

Medical Plan

For more information regarding medical on-call services, please contact Golder Ranch Fire Division Chief of Emergency Medical Services, Tony Rutherford at 520-825-9001 or trutherford@grfdaz.gov.

If necessary, in case of an emergency, the On-Site Contact will dial 911.	YES		NO	
Event Organizer will provide an ambulance company to be on site.	YES		NO	
Event Organizer will provide a medical doctor, registered nurse, and /or EMT staff to be on site.	YES		NO	

If providing an ambulance company, please provide the following information and attach copies of their Town of Oro Valley Business Tax Certificate, Liability Insurance and Arizona State License.

Ambulance Company:	
Contact Name & Title:	
Address:	
Phone Number:	
Mobile Number:	
Email:	

If providing a medical doctor, RN, and/or EMT Staff, please provide the following information and attach a copy of their identification credentials.

Contact Name & Title:	
Address:	
Phone Number:	
Mobile Number:	
Email:	

SECTION XI: Miscellaneous

Public Health Regulations

Host Organization and Event Organizer(s) must read and adhere to all federal, state, and local guidelines. Host Organization and Event Organizer(s) are responsible for ensuring the safety of event participants and agree to abide by all Public Health Regulations that are in place as of the date of this Application and as of the date of the event. Failure to do so may result in a revocation of access and/or denial of future special event permit applications.

ADA Requirements

It is the responsibility of the event organizer to ensure the event site is accessible. Such examples are public sidewalks may not be blocked with tents, portable toilets, or other structures; cables or electrical cords must not create an obstacle; ADA accessible parking and portable toilets must be available. Vendors should be prepared to meet any accessibility accommodations.

INDEMNIFICATION AGREEMENT INDEMNIFICATION AGREEMENT

Host Organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

_____ to be held on _____
Event Name Event Date(s)
By: _____ of _____
Event Organizer/Primary Applicant Host Organization

Indemnification and Certification:

Applicant agrees to indemnify and hold harmless the Town of Oro Valley and its agencies, representatives, employees, and officers from and against any and all claims, liabilities, damages, or judgments caused by or arising out of (a) dealings between the Applicant and third parties; (b) the issuance of the special events permit; and (c) the Town's approval of security provisions regarding the proposed event for which this application is being prepared. This indemnification includes the cost of litigation and legal fees. Applicant agrees at its own expenses, to defend all of the persons to whom this covenant extends against any such claim. The applicant shall have full control of the defense of any litigation and may settle, compromise, or adjust the same provided that the Town on relieving the applicant in writing of indemnification shall have the right to conduct any such litigation at its own expense by its own counsel. Applicant further certifies that he/she has read and understands all of the attached policies and will abide by the same. This permit is not transferable to any other individual and must be always available for inspection by a Town employee during the event.

I have a race related event in the Town of Oro Valley and have submitted a copy of the participant waiver that includes waiving liability against the Town of Oro Valley and holding the Town of Oro Valley harmless.

I have included a copy of the insurance certificate showing appropriate limits and coverages as required and naming the Town of Oro Valley as additional insured.

WARRANTY: Applicant warrants that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

The Applicant's signature below authorizes a Town representative to inspect a special event on Town or private property at any time, including setup.

AUTHORITY: For special events, the Applicant warrants:

1. I am the permittee or an authorized agent of the permittee with authority to legally bind the permittee and agree to the conditions of this permit.

Print Name

Signature

Title

Date

APPLICANT AGREEMENT

Please read each statement. Initialing next to each statement indicates your understanding and agreement to the statement.

____Host Organization and/or Event Organizer agree, upon request, to provide a General Liability Insurance Certificate providing evidence of general liability insurance coverage in the minimum amount of \$1,000,000 combined single limit, \$2,000,000 aggregate, AND \$1,000,000 Auto Liability if the event includes any moving vehicles including golf carts AND an additional insured endorsement naming the Town of Oro Valley, its officers, employees and agents' as additional insured. This document must be submitted no later than thirty (30) days prior to the event start date.

____Host Organization and/or Event Organizer agrees, upon request, to submit a Security Plan setting forth the proposed security measures to be taken to protect the health, safety and welfare of the participants, spectators, bystanders, and passersby. This plan may be reviewed by the Police Department who may require alterations to the plan. Security measures may include but are not limited to the hiring of a private security or Oro Valley Police Officers at the expense of the Event Organizer.

____Host Organization and/or Event Organizer agrees, upon request, to provide a copy of their Determination Letter, as issued by the Internal Revenue Service of the United States or State of Arizona, if the application is made on behalf of any organization representing itself as a tax-exempt, non-profit and/or charitable organization.

____Host Organization and/or Event Organizer agree, upon request, to pay a refundable Cleaning Deposit no later than ten (10) days prior to the event as a condition of the issuance of the Special Event Permit. Applicant also agrees to pay any clean-up costs, in excess of the deposit, incurred by the Town as a result of additional clean-up required to return the event location and surrounding area to its previous condition.

____Host Organization and/or Event Organizer agree to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound. Notification also includes the posting of official temporary "No Parking" signs on streets involved in closures for the event.

____Host Organization and/or Event Organizer agree to supply warning signs and/or barricades and to situate them in such a position that the road closure may be maintained in a safe and orderly manner.

____Host Organization and/or Event Organizer agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the Town of Oro Valley ordinance number <https://orovalley.town.codes/TC/8-3-1>, known as the "Special Events Ordinance", or any conditions or restrictions imposed upon the permit by the Oro Valley Police Department or the Community and Economic Development Department, is cause for revocation of the Special Event Permit. Applicant further agrees that the Special Event Permit may be revoked at any time by any supervisor of the Oro Valley Police Department or the Community and Economic

Development Department. By signing below, Host Organization and/or Event Organizer indicate understanding and agreement to the above statements.

Print Name

Signature

Title

Date

APPENDIX

This section provides you with documents that you may need to complete the application process. This section includes:

- Block Party Petition for Temporary Street Closure
- Notification of Temporary Street Closure
- Notice of Temporary Parking Encroachment Participating
- Vendor List

For more information please contact (520) 229 - 4846 or afairbanks@orovalleyaz.gov.

BLOCK PARTY PETITION FOR TEMPORARY STREET CLOSURE

The Town of Oro Valley requires that all affected residents/businesses both on and adjacent to a proposed street closure sign this petition. Therefore, this document serves as a petition for the following proposed street closure.

Name of Person Responsible for Initiating this Petition: _____

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Closure Start Date: _____ Closure Start Time: AM/PM

(Day of Week) (Date)

Closure End Time: _____
AM/PM

Closure End Date: _____
(Day of Week) (Date)

Street Name(s): _____

The purpose of the proposed street closure is (Event Description): _____

By signature of this "Petition for Temporary Street Closure," the undersigned hereby agrees to defend, indemnify and hold harmless the Town of Oro Valley, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization, therefore.

1 _____
Print Name Signature

Address Phone Number

2 _____
Print Name Signature

Address Phone Number

3 _____
Print Name Signature

Address Phone Number

4 _____
Print Name Signature

Address Phone Number

NOTICE OF TEMPORARY STREET CLOSURE

The Town of Oro Valley requires that all affected residents/businesses both on and adjacent to a proposed street closure be notified of such a street closure. Therefore, this document serves as proof of notice of the proposed street closure listed.

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Closure Start _____ Closure Start Time: AM/PM
Date: _____

(Day of Week) _____ (Date) _____

Closure End Date: _____ Closure End Time: AM/PM
(Day of Week) _____ (Date) _____

Street Name(s): _____

The purpose of the proposed street closure is (Event Description): _____

Host Organization Name: _____

Contact Name: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip)

Acknowledgement:

By signing below, the undersigned acknowledges receipt of the above "Notice of Temporary Street Closure." Encroachment."

Signature: _____ Print Name: _____

Title: _____ Date: _____

Business Name: _____

Address: _____

Phone Number: _____

NOTICE OF TEMPORARY PARKING ENCROACHMENT

The Town of Oro Valley requires that all affected residents/businesses both on and the adjacent to a proposed parking encroachment be notified. Therefore, this document serves as a template of proof of notice of the proposed parking encroachment listed.

A temporary parking encroachment has been requested for the following date(s) and time(s) at the location listed below:

Parking Encroachment Start Date: _____ Parking Encroachment Start Time: _____AM/PM
(Day of Week and Date)

Parking Encroachment End Date: _____ Parking Encroachment End Time: _____AM/PM
(Day of Week and Date)

Garage: YES <input type="checkbox"/> NO <input type="checkbox"/>	Location (Address, Lot, or Garage):
Parking Lot: YES <input type="checkbox"/> NO <input type="checkbox"/>	
On-Street Parking (not marked): YES <input type="checkbox"/> NO <input type="checkbox"/>	
Marked Stalls: YES <input type="checkbox"/> NO <input type="checkbox"/> Impacts ADA/Disabled Parking Stall(s) or Pedestrian Access Ramps: YES <input type="checkbox"/> NO <input type="checkbox"/>	

The purpose of the proposed parking encroachment is (Description):

Host Organization Name: _____

Contact Name: _____

Email Address: _____

Acknowledgement:

By signing below, the undersigned acknowledges receipt of the above "Notice of Temporary Parking Encroachment."

Signature: _____ Print Name: _____

Title: _____ Date: _____

Business Name: _____

Address: _____

Phone Number: _____

