**APPLICATION TO CLOSE CITY STREET**
**FOR A NEIGHBORHOOD EVENT**
**CITY OF ALEXANDRIA**
**TRANSPORTATION & ENVIRONMENTAL SERVICES**
**301 KING STREET, ROOM 4130**
**ALEXANDRIA, VA 22314**
**703-746-4035 (office); 703-838-6438 (fax)**
**alexandriava.gov**

**REASON FOR CLOSING STREET** _____

**STREET TO BE CLOSED (IDENTIFY BLOCK - BEGINNING AND END)** _____

_____

**DATE** _____ **TIME (Begin)** _____ **(End)** _____

**APPLICANT NAME** _____
**(NOTE: APPLICANT MUST PROVIDE PROOF OF RESIDENCE)**

**MAILING ADDRESS** _____

**DAYTIME PHONE** _____ **CELL PHONE** _____

**ESTIMATED NUMBER OF PERSONS IN ATTENDANCE** _____

**WILL THERE BE AMPLIFIED MUSIC OR LOUD NOISE** _____

Please be advised that closing of arterial and collector streets is **NOT** permitted. **Application for closing of a local street must be submitted a minimum of (5) working days prior to the date of the event.** Permits can be obtained from the Department of Transportation & Environmental Services, 301 King Street, Room 4130. The fee is $45.00.

There shall be no intersecting streets within the block to be closed, or no more than one "T" intersecting street, alley or right-of-way. During the event, access into or out of the block will be available only to emergency vehicles. **ALL ACTIVITY GRANTED BY THIS PERMIT MUST BE CONTAINED ENTIRELY WITHIN THE CLOSED BLOCK.**

Folding plastic or wood-metal barricades (type II), 2 feet wide, 3 feet high must be placed at each end of the block and at the "T" street, alley or right-of-way opening into the block, no more than 5 feet apart. If the street is to be closed beyond sundown, flashing lights must be placed on the barricades. Applicant is responsible for obtaining and placing barricades. **AN ALEXANDRIA POLICE OFFICER, OR A TRANSPORTATION & ENVIRONMENTAL SERVICES DEPARTMENTAL INSPECTOR, WILL INSPECT THE BARRICADE PLACEMENT ONE HOUR PRIOR TO THE EVENT. IF THE BARRICADES ARE NOT PROPERLY IN PLACE AT THAT TIME, THE PERMIT MAY BE REVOKED AND THE BLOCK MAY NOT BE CLOSED.**

A petition, signed by **each property owner or primary resident/business** in the block, showing their agreement to close the block, must be submitted with the application. **The petition signed by each property owner or primary resident/business in the block must specify whether or not sound and/or music amplification will be utilized.** A certificate of insurance for general liability covering the event must also be submitted in the amount of $1,000,000.00 *.

*** WAIVER PROVISION - A waiver of the insurance requirement will be granted only if alcohol will not be present.**

❑ **THE OWNER, OR PRIMARY RESIDENT, AT EACH ADDRESS IN THE BLOCK TO BE CLOSED HAS BEEN CONTACTED AND AGREES TO THE CLOSING OF THE BLOCK, AS INDICATED BY THEIR SIGNATURE ON THE ATTACHED PETITION.**

❑ **IT IS AGREED BY THE RESIDENTS OF THE ABOVE BLOCK THAT ALCOHOL WILL NOT BE PRESENT AT THIS EVENT.**

❑ **ALCOHOLIC BEVERAGES WILL BE PRESENT AT THIS EVENT, AND THE GENERAL LIABILITY INSURANCE IS PROVIDED, TOGETHER WITH A COPY OF THE ABC LICENSE.** After this application is approved, T&ES staff will call the ABC office and inform them that a street closure permit will be issued after issuance of the required ABC license.

**APPLICANT SIGNATURE** _____