



City of Florence

Street Closure Application

City Hall ~ 250 Hwy 101, Florence, OR 97439
(541) 997-3437 – www.ci.florence.or.us

*Application must be submitted at least 45 days prior to the event.
Please see reverse for information about the street closure approval process.*

| | | | |
|--|-------|-----|--|
| Name of Event: | | | |
| Detailed description of Event: (Including purpose and statement of how the event will benefit the citizens of Florence) | | | |
| General Location of Street Closure: | | | |
| Date(s) of Street Closure: | From: | To: | |
| Hour(s) of Street Closure: | From: | To: | |
| Please describe admission fees (if any): | | | |

Additional Information Required

Below is a check list of the required information for the City of Florence to complete the review of your application:

| | |
|--|---|
| <input type="checkbox"/> The full name and contact information for all event organizers including those that will be at the event during all hours of the event. | <input type="checkbox"/> Map and description of all streets and rights of way affected by the closure. |
| <input type="checkbox"/> A detailed plan for ingress and egress from the closed area including the number of access points, who will be allowed ingress and egress at those points, and how these points will be staffed and controlled. Plan must include consideration for: <ul style="list-style-type: none"> • Delivery trucks • Participants / Attendees • General Public • Residents • Emergency Vehicles | <input type="checkbox"/> A detailed security plan including: <ul style="list-style-type: none"> • The number and deployment of security personnel (including qualifications of the personnel for events over 500 people) • Temporary fencing plan • Crowd control plan • Traffic Control Plan • Plan for how first aid will be provided at the event |
| <input type="checkbox"/> An estimate as to how many participants and attendees are expected at the event and an explanation of how the estimate was derived. | <input type="checkbox"/> A sanitation plan providing details on public restrooms and sanitation facilities provided including at least: <ul style="list-style-type: none"> • 1 Standard Unit Restroom & 1 Handicapped Unit Restroom required per City block closure • 1 Handwashing Station per City block closure |
| <input type="checkbox"/> Statement as to whether alcohol will be consumed or sold during event, and a copy of OLCC permits if applicable. | <input type="checkbox"/> If sound producing devices or amplification will be used, Noise Variance Application must be included. – If goods / services will be sold, a Business License Application must be included. |
| <input type="checkbox"/> Proof of liability insurance in the form and amount approved by the City Manager naming the City as additionally insured. (If alcohol will be sold, proof of obtainment of commercial liquor liability insurance. - \$500,000 for events of less than 500 people, \$1,000,000 for events greater than 500 people) | <input type="checkbox"/> A written agreement to indemnify the city against any and all claims related to the applicant's actions or inactions related to the event. Such indemnity shall be approved by the City Manager. |

Primary Event Contact Information

| | | | |
|------------------|--|-------------------|--|
| Contact Name: | | | |
| Mailing Address: | | City, State, Zip: | |
| Contact Phone: | | Contact Email: | |
| Signature: | | Date: | |



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Process for Street Closure Applications

Street Closure applications are approved by the City Council after completion of a public hearing in which all interested parties are allowed input on the application. After receipt of a complete application, staff will review the materials submitted to make a recommendation to the City Council as to whether the event will pose an unreasonable or significant threat to the public health or safety that cannot be mitigated by the applicant. The recommendation will address compliance or noncompliance with the following criteria:

1. The street closure and/or event will not disrupt traffic within the City beyond practical solution.
2. The street closure and/or event will not create unreasonable or significant safety issues.
3. The street closure and/or event will not result in a violation of the city's noise variance.
4. The street closure and/or event will not unreasonably interfere with access to fire stations and hydrants.
5. The street closure and/or event will not unreasonably interfere with access to the affected area by police, fire, ambulance, or other emergency service providers.
6. If alcohol is served or sold at the event, the applicant has obtained all necessary OLCC permits and includes an adequate plan to demonstrate compliance with all state and local laws.
7. The street closure and/or event will not cause undue hardship to adjacent businesses, public services including public transit, public buildings, and/or residences which cannot be reasonably mitigated by the applicant.
8. The applicant has provided proof of insurance in a form and amount as approved by the city manager sufficient to protect the City and the public from risk of any liability created by the street closure and/or event.
9. The information provided by the applicant is credible and the plans submitted are adequate to protect the city, the public and the affected property owners.
10. The potential harm and inconvenience to the public and affected property owners created by the road closure has been reasonably mitigated and avoided.

Prior to the Council meeting, City staff will send public hearing notices to property owners and businesses within 100 feet of the proposed closure, and to Siuslaw Valley Fire and Rescue and Western Lane Ambulance. At the hearing, the mayor will allow the applicant to make a presentation concerning the proposal, and will allow all interested parties a chance to weigh in on the proposal. The Council will consider all testimony before making a decision.