

847-931-6770 specialevents@cityofelgin.org cityofelgin.org/specialeventspermit 150 Dexter Court, Elgin, IL, 60120 

STREET / PARKING LOT CLOSURE PERMIT APPLICATION

This application must be filled out for all event street/parking lot closures which includes but is not limited to car shows, carnivals, films, food markets, parades, races and walks. All street closure applications are due no later than three weeks prior to the event date. If you aren't sure if this is the right permit application for you, visit the website cityofelgin.org/specialeventspermit or contact us at 847-931-6770.

WHAT YOU SHOULD KNOW

- ▶ A Special Event Permit Application is required along with this application.
- ▶ If the request to close a street or parking lot is in relation to a Block Party, please complete the Block Party Permit Application in lieu of this permit application.
- ▶ The permit fee for this application is \$10.00 and is non-refundable.
- ▶ Submission of an application does not guarantee approval.
- ▶ Any resident/business in the area by the street closure must be given advance notice. All other closures require a press release to be sent to the media, notification letters to the affected parties, and signs posted in the area at least 96 hours (4 days) prior to the event. Please attach these documents to the application.
- ▶ If your event is located within the city, you may be charged labor and equipment fees. A receipt to verify your rental will be required to receive your final permit.
- ▶ All street closures that require police personnel must be paid by the event sponsor.
- ▶ All walks must take place on the sidewalks unless the number of participants exceed allowable amount or directed by the Police department.
- ▶ Please note that a copy of this application will be submitted to the Police, Public Works and Fire Department for their approval.
- ▶ This application can be emailed to specialevents@cityofelgin.org or sent to: City Hall, Attn: Special Events, 150 Dexter Court, Elgin, IL 60120

PRIMARY CONTACT INFORMATION

This will be our city staff's contact person during the application process, and where all correspondence will be sent during this permit process.

APPLICANT'S FULL NAME

APPLICANT'S PHONE NUMBER

APPLICANT'S ADDRESS (STREET, CITY, STATE, ZIP)

APPLICANT'S EMAIL ADDRESS

EVENT INFORMATION

EVENT TITLE

LOCATION OF EVENT

DATE(S) OF EVENT, TIME OF EVENT

DO YOU PLAN ON CITY/STREET CLOSURES?

Yes

No

If so, please fill out the information below:

NAME OF STREET

BEGINNING TIME

ENDING TIME

NAME OF STREET

BEGINNING TIME

ENDING TIME

NAME OF STREET

BEGINNING TIME

ENDING TIME

DO YOU PLAN TO MONITOR AND CONTROL VENDOR ACCESS TO LOADING AREAS WHEN STREETS ARE CLOSED?

Yes

No

If so, please indicate how:

DO YOU PLAN ON CITY PARKING LOT CLOSURES?

Yes

No

If so, please fill out the information below:

NAME OF PARKING LOT

BEGINNING TIME

ENDING TIME

NAME OF PARKING LOT

BEGINNING TIME

ENDING TIME

FOR ALL CLOSURES, PLEASE INDICATE WHO IS PROVIDING BARRICADES

If this is for a parade, race or walk, please indicate the following, and attach a route to this application, with locations of each included on map:

LOCATION OF ASSEMBLY AREA

LOCATION OF DISBANDING

TIME OF ASSEMBLY

TIME OF DISBANDING

APPROXIMATE # OF PARTICIPANTS

APPROXIMATE # OF SPECTATORS

APPROXIMATE # OF VEHICLES

APPROXIMATE # OF STREET MONITORS

IS YOUR STREET CLOSURE ON A BUS ROUTE?

Yes

No

If so, please attach the notification to Pace.

WILL ALCOHOL BE AVAILABLE?

Yes

No

If so, please note that serving or consumption of alcoholic beverages in the public right-of-way is prohibited unless a liquor license has been issued. To obtain a liquor license please contact the City Clerk's Office at least 60 days prior to the event at 847-931-5660.

SOUND AMPLIFICATION GUIDELINES

WILL YOU HAVE MUSIC/SOUND AMPLIFICATION/DJ?

Yes

No

WILL THE AMPLIFIED SOUND BE OUTDOORS?

Yes

No

- ▶ Please be advised that although there is no permit which can be issued that addresses music, if complaints of any type are received, our Police Department is obligated to respond and enforce the city code/ ordinance.
- ▶ Sound cannot be amplified more than 75 feet from the sound amplification device.
- ▶ If this is for a car show, please request the sound amplification ordinance through the special events office.
- ▶ It is unlawful to use, operate or employ any such amplifying equipment unless the city of Elgin sound ordinance/guidelines are followed.
- ▶ The operation of sound amplifying equipment shall only occur Sundays through Thursdays between the hours of 8:00 a.m. - 8:00 p.m., prevailing time, and Fridays and Saturdays 8:00 a.m.-11 :00 p.m., prevailing time. Some events may be extended if approved by the Mayor, Chief of Police and City Council.
- ▶ No sound amplifying equipment shall be operated within 200 feet of churches, schools or hospitals.
- ▶ Sound amplification devices and noise limitations from residential properties: No person shall operate or permit operation of any sound amplification device or system from any residential property within the city which can be heard from a distance of seventy-five feet (75') or more from any property line of such residential property during nighttime hours or which can be heard from one hundred fifty feet (150') or more from the property line of any such residential property during daytime hours.
- ▶ Operation of sound amplifying equipment shall be restricted to one event per 300 feet of simultaneous use.

A P P L I C A N T S I G N A T U R E

*Please sign below to confirm that you have included the non-refundable application fee with this application.
Please note that additional fees may be incurred for City services.*

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

S T R E E T C L O S U R E A P P R O V A L S I G N A T U R E S

DATE OF STREET CLOSURE

TIME

BLOCKS TO BE CLOSED OFF

Homeowner/Business Owner signatures are required of all properties within blocked off streets. All addresses must be included. If an address does not have a signature represented, proof that the residence/business was notified must be included in the form of a letter describing the date(s), time(s), and impact of the event. Tenants/property owner signatures are required if residing within the proposed street closure area. A minimum of 75% of the impacted addresses must approve of the closure by signing below.

ADDRESS:

APPROVAL SIGNATURE OF RESIDENT/BUSINESS OWNER:

