



CITY OF GAINESVILLE TEMPORARY STREET CLOSURE APPLICATION FORM

Application for a Temporary Street Closure shall be filed no less than 10 days or no more than 120 days prior to proposed event date. This does not apply to extenuating circumstances.

APPLICATION:

Application Date _____

Event Date _____

Primary Applicant Name _____

Primary Applicant Number _____

Alternate Applicant Name _____

Alternate Applicant Number _____

REQUEST:

Request _____
What kind of event is to be held?

Location _____
Where is event to be held?

Map Attached Yes

Start Time _____

Finish Time _____

Purpose _____

NOTIFICATION:

Gainesville Fire Department

E911

Gainesville Police Department

Ward Council Member

APPROVED: Gainesville Public Works Department

Name Title Date

APPLICATION PROCESS:

Step 1 Contact Public Works Department for an application:

770-535-6882 - ph
770-531-2674 – fx
publicworks@gainesville.org

Step 2 Complete the Application.

1. Fill in all blank lines giving as much information as possible.
2. Leave more than one contact name and number if possible.
3. Attach a copy of flyer, invitation, or notices to be distributed.
4. Submit a map or sketch of points where road(s) closure is requested.

Step 3 Bring application and map to:

City of Gainesville
Public Works Department
300 Green Street, Suite 302
Gainesville, GA 30503

Step 4 Application Review:

Permit Review Committee:

1. Police Chief
2. Fire Chief
3. Public Works Director

Step 5 Permit Issuance Concerns:

1. Time/Date Issues
2. Route-Day-Date-Time
3. General Conditions
4. Special Conditions

Step 6 Appeal of Denial:

1. Appeal to be filed within two (2) days of decision to deny
2. Appeal to be filed in writing to the Public Works Director
3. Permit Appeal Committee:
 - a. City Manager
 - b. City Clerk