



# 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 - phone  
770-531-2674 – fax  
[publicworks@gainesvillega.gov](mailto:publicworks@gainesvillega.gov)

## **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 Henry Ward Way, Suite 202  
Gainesville, GA 30501

## **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