

TOWN OF HARTFORD

Vermont

Street Closure Permit Application for Special Events

GUIDELINES AND REQUIREMENTS

BACKGROUND

Town streets are public ways intended primarily for public travel. Except for emergencies and construction work, the closing of Town streets requires the approval of the Selectboard of the Town. Since the Selectboard meets regularly only twice per month, a request to close a street or streets for any reason should be made as far in advance as possible but no less than 60 days in advance of the event. Reasons why the Selectboard might consider closing a street to vehicular traffic for a limited time include parades, fairs /festivals, walking or running events or other community or neighborhood events such as downtown events and block parties.

GENERAL

- Applications to close streets are considered on a first come, first serve basis
- Applications must be received at least 60 days before the desired street closing
- There is no fee for the application but sponsors of street closing events may be required to pay various town costs incurred by the Town to support the event.

Submit attached **Street Closure Permit Application Form** completed and supplemental (if applicable) paperwork to: Town of Hartford Fire Department - 812 VA Cutoff Rd. - White River Jct., VT 05001. For additional information or questions, call the Hartford Fire Department, at 802-295-3232, Monday through Friday between 8:00am - 4:00pm.

General Street Closing Event Requirements

There must be an Event Sponsor who signs this application and provides the required proof of insurance. This Event Sponsor will be the person who the Town will contact and hold responsible for all matters concerning the event. The Event Sponsor is responsible for promoting good safety practices and enforcing these Guidelines and Requirements including:

Sketched Site Plan

- A sketched site plan must be submitted with the application. The site plan will show the locations and names of the proposed closed street and all intersecting streets and alleys. Making of a map utilizing online maps (Google, Bing, Yahoo, etc.) or similar is acceptable. Any deviation from the approved site plan may result in the permit being revoked or denial of future such events.

Traffic Control

- Temporary traffic control devices (Type III barricades and saw horses) at both ends of the street or at the open end of a cul-de-sac or at other locations as determined by the Town will be provided by the Town but billed to the Event Sponsor or may (as determined by the Town) be contracted by the Event Sponsor to a private barricade company which will erect the barricades in accordance with Town standard and requirements.
- Persons or property shall not be on the street prior to the placement of the barricades.
- Barricades will remain in place for the duration of the event.
- Barricades may not be relocated to the curb until the street is clear from debris and obstructions.
- Do not hang banners, signs, decorations, etc., on barricades.
- Vehicles will not be parked on either side of the barricades or along the closed street.
- Vehicles may not be used as barricades.
- Objects (tables, chairs, canopies, grills, etc.) may be moved onto a street when/where parking is normally permitted along the street. All objects must be kept within the designated parking areas. Where streets normally do not permit any parking, all objects must be kept off the street and behind the curb. This is to allow adequate access along the main drive lanes of the road for emergency vehicles if needed.
- Ensure that at least three (3) feet clearance from obstructions is provided around all fire hydrants.
- All sidewalks along the closed street will be kept open and clear of obstructions.
- Any generators must be kept away and out of the general movement of the residents and 25-feet away from any LPG tank.
- If there is a neighborhood emergency, residents must relocate barriers at all intersections (except alleys) in anticipation of emergency responders.

Additionally, selected residents will wait for emergency responders' arrival and direct them to the location of the emergency.

Cooking Safety

When the use of grills is anticipated for cooking food at a public event, the following requirements must be adhered to:

- Cooking appliances utilizing *solid fuels* will be provided with at least one (1) 2.5-gallon pressurized water fire extinguisher for each appliance. Acceptable alternatives to this include providing a garden hose(s) able to reach all cooking appliances or adequate buckets of water on hand to extinguish a grill fire.
- Cooking appliances utilizing *gas (LPG)* or any cooking with oils (turkey fryer, etc.) will be provided with at least one (1) Class ABC extinguisher having a rating of 2A:10BC for each appliance. Most homes will have at least one of these extinguishers. **DO NOT USE WATER ON GREASE FIRES!**
- LPG cylinders up to and including 20 pounds in size may be used. Cooking appliances utilizing larger cylinders may require additional permits.
- Ash/coins from solid fuels will be completely extinguished and hand checked for coolness prior to disposal in a metal container with lid.
- Anyone using grease/oil to cook will take appropriate and adequate safety precautions to ensure adequate distance from the oil and other residents is provided to prevent injury and/or accident.

Block Party Neighbor Notification and Agreement

In the case of a street closing for a block party, evidence will have to be submitted that all residents within that block support the street being closed for the block party. Posting signs a day or two before the party to remind everyone that the street will be closed is a good idea.

Inspection

A pre-inspection of the street closure event set up will be completed by the fire department. The fire department will contact the event Representative indicated on the application and an inspection will be scheduled. The fire department will arrive at the scheduled time and check to ensure the access on the street is acceptable, barricades are installed and other items are set up properly. Once the fire department has inspected the event, the fire department will sign off that the set up requirements have been properly met. The street closure Permit must be on-site and readily available during the event and must be presented upon request to any Public Safety Officer. Again, the permit may be revoked at the discretion of any Town of Hartford Public Safety Officer.

Proof of Insurance

Prior to granting a permit for the closure of a street for an event, the Town requires proof of liability insurance to protect the Town in the event that someone is hurt or injured during or a result of the event. Proof of insurance satisfactory to the Town of Hartford

naming as a “named insured” must be on file with the Fire Department before the event will be accepted.

Public Assemblies Permit

The Town of Hartford requires a Public Assemblies permit for the Use and Occupancy of Public Property where 2,000 or more people are expected to attend. The application for a Public Assembly Permit is attached if you feel the street closing event you are requesting will attract that type of attendance.

Park Use Permit

The Town of Hartford requires a Park Use Permit for any group, business or organization wishing to have an event, function or group activity in the Town of Hartford Park system.

Other Permits

Events that include (but are not limited to) alcohol, fireworks, and open fires may require additional permits issued by the Town. We can work with you to determine if additional permits are required.

After The Event

The Event Sponsor is responsible for seeing to the cleaning up and restoring the public street or right-of-way after the event. This shall be done prior to the removal of barricades and the street is reopened. The end time indicated on the permit is the time the street is to be reopened -- not the time the event ends. Failure to clean up after any event (within 24 hours of the end of the event) may result in denial of future event permits.

**Town of Hartford – Fire Department
Street Closure Permit Application Form**
*Please return this application to the following address:
Hartford Fire Department 812 VA Cutoff Rd., White River Jct., VT 05001*

Name of Event Sponsor Date

Street Address City Zip Code Phone

Street(s) to be closed (including intersecting streets/boundaries of the closure)

Date of Event: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Applicant: I certify that I am a resident of the Town of Hartford and that I am at least 21 years of age. In addition, I certify that the information submitted for this application is true and accurate.

I understand that I must comply with all provision in accordance with the Street Closure Event Guidelines and Requirements granted by the Town of Hartford Fire Department. Failure to comply with the requirements itemized herein many lead to revocation of the permit. This permit may be revoked at the discretion of any Public Safety officer. I understand that I am also required to comply with the Park Use Permit if Town parks are used in conjunction with a Street Closure Permit and a Public Assembly Permit if expected attendance is 2000 or more.

Signature of Event Sponsor (Applicant) Date: _____

Printed Name Phone# Email

Provide the following along with this application if applicable:

- Public Assembly Permit if 2,000 or more people are likely to attend
- Proof of Insurance
- Copy of signed contract from a local barricade company
- Site plan showing location of event, street names both of those to be closed and adjacent streets and barricade locations.

OFFICE USE ONLY

Date of Inspection Inspector

Date Permit Issued	Expiration Date
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TOWN OF HARTFORD
Vermont

STREET CLOSURE PERMIT

APPROVAL HAVING BEEN GIVEN ON _____ BY THE HARTFORD
SELECTBOARD TO CLOSE A CERTAIN PORTION OR ALL OF A STREET OR
STREETS AS INDICATED IN THE APPLICATION ATTACHED HERETO AND
MADE A PART HEREOF, THIS PERMIT IS HEREBY ISSUED TO

THE EVENT SPONSOR WHO SIGNED THE APPLICATION FOR THIS PERMIT.
PERMITTEE UNDERSTANDS THAT THIS PERMIT MAY BE REVOKED AT ANY
TIME IN THE DISCRETION OF A TOWN PUBLIC SAFETY OFFICER IF
PERMITTEE IS FOUND TO BE IN VIOLATION OF ANY OF THE REQUIREMENTS
LISTED IN THE PERMIT APPLICATION OR FOR OTHER SAFETY REASONS.

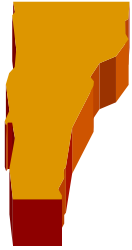
ISSUED THIS _____ DAY OF _____ 20____.

TOWN MANAGER



Public Assemblies Permit

Required for gatherings of 2,000 or more individuals in a public place which the general public is permitted or invited to attend



Please complete this form and return (no later than 30 days prior to the event) to:
Town of Hartford, 171 Bridge Street, White River Junction, VT 05001

Serving the Villages of Hartford•West Hartford•White River Junction•Wilder•Quechee

Website: www.hartford-vt.org

Telephone: (802) 295-9353 Fax: (802) 295-6382

Applicant/Organization: _____

Name of Event: _____

Date(s) of Event: _____ Hours of Event: _____ Estimated # of people _____

Location of Public Place where event will be held: _____

Contact Person(s): _____ Phone #(s): _____

Mailing Address: _____

Detailed Description of Event

(To include: purpose, arrangements for parking, crowd control, traffic safety and such other measures as will maintain the security and safety of the persons involved in the assemblage and the general public.)

Separate Permits are required for: Fireworks Displays/ / Liquor Control Board Street Closings and Special Events.

Signature: Event Promoter

Signature: Landowner (if applicable)

Date

Signature: Landowner (if applicable)

Services Requested:

(Please check all that apply)

Please Describe Services Requested:

(Include outdoor amplification, temporary structures and blocking roads or streets)

Police _____

Fire _____

Public Works _____

Recreation _____

Zoning _____