



## CITY OF PARK RIDGE

505 BUTLER PLACE  
PARK RIDGE, IL 60068  
TEL: 847/ 318-5200  
FAX: 847/ 318-5300  
TDD: 847/ 318-5252  
www.parkridge.us

### APPLICATION FOR STREET CLOSING FOR PRIVATE EVENTS

***Only local streets as identified on the Street Classification System Map and selected collector streets as approved by the City may be closed for private events. In no case shall any arterial street closing be approved.***

Street to be closed \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
(Street name) (Street name)

Date street to be closed \_\_\_\_\_ Rain Date \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_ (No LATER THAN 10:30 PM)

Purpose of street closing \_\_\_\_\_

Number of barricades (\_\_\_\_)  
delivered to and picked up at \_\_\_\_\_  
(Address)

Barricades will be delivered on the day before the above event or on the Friday before if on a Sunday.  
Barricade pick up will be on the Monday following the event.

#### **NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK OFF THE STREET**

**IF YOU WOULD LIKE A VISIT FROM THE FIRE DEPARTMENT, PLEASE CALL 847-318-6721.**

**IF YOU WOULD LIKE A VISIT FROM THE POLICE DEPARTMENT, PLEASE INDICATE ON THE APPLICATION FORM OR CALL 847-318-5233.**

\_\_\_\_\_**APPROXIMATELY HOW MANY CHILDREN WILL BE IN ATTENDANCE?**

The following representative certifies that all block residents have been notified of the street closure and will serve as the contact person.

Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

**Return completed application to Public Works Service Center , 400 Busse or Fax to 847-318-5327  
For questions, please call 847-318-5240 (TDD 847-318-5252)**

#### **For office use only:**

Application Approved:

\_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name & Title)

Rev. 2012-05-21

#### *Our Mission:*

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE,  
SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.

## **RULES GOVERNING STREET CLOSING FOR PRIVATE EVENTS**

1. Only local streets as identified on the Street Classification System and selected collector streets as approved by the City may be closed for private events.
2. In no case shall any arterial street closing be approved for private events.
3. No intersection may be closed unless an oncoming vehicle can exit the area without turning around.
4. Applicants agree that any public property damaged as a result of the activities taking place while the street is closed will be replaced or restored.
5. No street may be closed without an approved form. This form serves as the approved permit.
- 6. NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK OFF STREET.**
7. The City will periodically review streets where closings are prohibited. Changes will be made as deemed appropriate.
8. The list of all collector streets which have been approved for street closing will be maintained and updated as required.
9. The Police Chief or his representative is authorized to revoke instantly the permit for any street closing in the event he determines that the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinances, or in the event it is determined by the Chief or his representative that such actions have resulted in interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
10. The City does not guarantee that streets are safe for pedestrian activities, and will not be responsible for injuries to people playing in closed streets.
11. If you would like a visit from the Fire Department, please call 847-318-6721.
12. If you would like a visit from the Police Department, please call 847-318-5233.

***Please return your request as early as possible. All requests must be returned two full working days in advance of the event.***