

City of Des Moines Procedure for a Street Closure Event

APPLY

- Contact City Clerk's Office, City Hall, 400 Robert D. Ray Drive, Des Moines, IA 50309, at 283-4233 or on the City web site at www.dmgov.org - click on the green "Forms" tab and proceed to PDF Forms/Street Use.

SUBMIT

- Completed application, a diagram of requested closure(s) and required nonrefundable application fee of \$100.00 **at least ninety days** before event to City Clerk's Office. Applications received less than ninety days may be denied and are subject to a non-refundable late fee of \$50.00.
- Payment may be made by check payable to the City of Des Moines or by Visa or Master Card either in person or over the telephone.
- Events sponsored by a recognized neighborhood association submit a \$10.00 application fee.

NOTICE

- A petition, signifying approval/disapproval of the street closure must be signed by all businesses/residences, including businesses within structures, abutting the proposed street, and be submitted to the City Clerk's Office for approval by the Street Use Team for any stationary street closure events **lasting more than one hour**. The petition must be approved by more than 50% of the affected businesses/residences. All applications with signature petitions containing less than the required percentage will be referred to City Council for consideration.
- The Street Use Team may verify the completed petition.
- All Timed/Athletic Event and Parade sponsors/organizers will be required to notify affected properties. The Street Use Team will require information on how this notification was done, and make a recommendation on the adequacy.

STREET USE MEETING

- The Street Use Team may require applicants to attend a Street Use Team meeting as soon as possible to discuss the details of the event.
- Meetings are scheduled by the City Clerk's Office (283-4233).
- Staff will ascertain if special services are required.
- Police assistance, sanitation requirements (dumpsters, porta-potties), equipment, barricades and amplification are typical.

INSURANCE

- Applicants must meet the insurance requirements determined by the City of Des Moines' Risk Manager.
- Please contact the Risk Manager at 283-4107.

APPROVAL AND FOLLOW-UP

- The Street Use Team will review the date, size and nature of the event and whenever possible will give preliminary approval within 15 days of receipt of the application. The time between 30-75 days prior to the event will be used by the Team to give final approval. Events who are not fully approved within 30 days of the event are required to withdraw their application or attend a Street Use meeting to attempt to resolve the issues. Any applications that are denied or whose petitions are not adequate will have the opportunity to appeal to the City Council.