

**CITY OF DES MOINES  
RESIDENTIAL EVENT  
STREET USE PERMIT APPLICATION AND AGREEMENT**

Complete and submit this form to the City Clerk's Office, 400 Robert D. Ray Drive, Des Moines, IA 50309, phone 283-4209 **30 days prior** to the event along with:

- \$25 (nonrefundable) for only one block in length, six hours or less and ends before sunset; **or**
  - \$10 (nonrefundable) **plus** barricades/signs fee:
    - If more than one block in length **or**
    - More than six hours **or**
    - Lasts beyond sunset **or**
    - Sponsored by a recognized neighborhood association.
  - Late fee add:  \$5 (nonrefundable) if received 14-30 days prior to event  
 \$10 (nonrefundable) if received less than 14 days before event.
  - Diagram of the area to be closed (sheet attached).
  - Flyer/Notification (attach a copy) How do you plan to distribute to neighbors?
- \_\_\_\_\_

---

**Sponsor/Applicant** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

Address (**include zip code, barricades delivered and picked up at this address**)

\_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Phone \_\_\_\_\_ email address \_\_\_\_\_

**Alternate Contact** \_\_\_\_\_

Address (**include zip code**) \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

email address \_\_\_\_\_

Street to be blocked \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Day & Date of Activity \_\_\_\_\_ Rain Date \_\_\_\_\_

Time of Activity From \_\_\_\_\_ To \_\_\_\_\_

During Hours of Darkness? (Circle) YES NO

Purpose of permit \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Describe activities planned (music, etc.) \_\_\_\_\_

\_\_\_\_\_

I hereby certify that as the Applicant, I am the individual or the legally authorized agent of the organization or association applying for this Permit. I further certify that, to the best of my knowledge, the above statements are true and correct. I hereby agree that the activities that occur under the use of this Permit will comply with all the provisions set forth in the ordinances of the City and all conditions required by the City's Street Use Team. Accordingly, I further agree, to the extent permitted by law, to defend, indemnify and hold harmless the City of Des Moines, Iowa, its elected and appointed officials, its employees and volunteers and its agents, from and against any and all losses arising out of the activities that occur under the use of this Permit.

I hereby certify that I have read the foregoing Permit requirements, understand its terms, and freely and voluntarily sign this Permit application and agreement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### ADDITIONAL INSTRUCTIONS

- 1. Resident traffic is always allowed access, maintain 20 ft. access aisle for Fire department equipment.**
- 2. Event Sponsors are responsible for the collection and cleanup of trash from the event. Groups who leave the street in a condition that requires cleanup will be charged for the cost of cleanup.**
- 3. Applicant is responsible for maintaining appropriate signage and barricades/blinkers at all times.**
- 4. Street closures during the hours of darkness require flashing blinkers.**
- 5. Barricades are to be placed 1 per traffic lane.**
- 6. Additional signs may be required to indicate "Street Closed Ahead" or "No Through Traffic".**
- 7. There may be additional permits or fees required for alcoholic beverages, sound permits, building permits, temporary structure permits, Police and Fire department costs or other related permits.**

### Fee Schedule

- Traffic Barricades (delivered & picked up) \$5 each
- Traffic Blinkers \$5 each (required between sunset & sunrise)
- Traffic Cones \$1.00 each (based upon availability)
- Traffic Signs \$5.00

This fee schedule may be updated periodically due to increased costs incurred by the City.

Revised 11-19-07

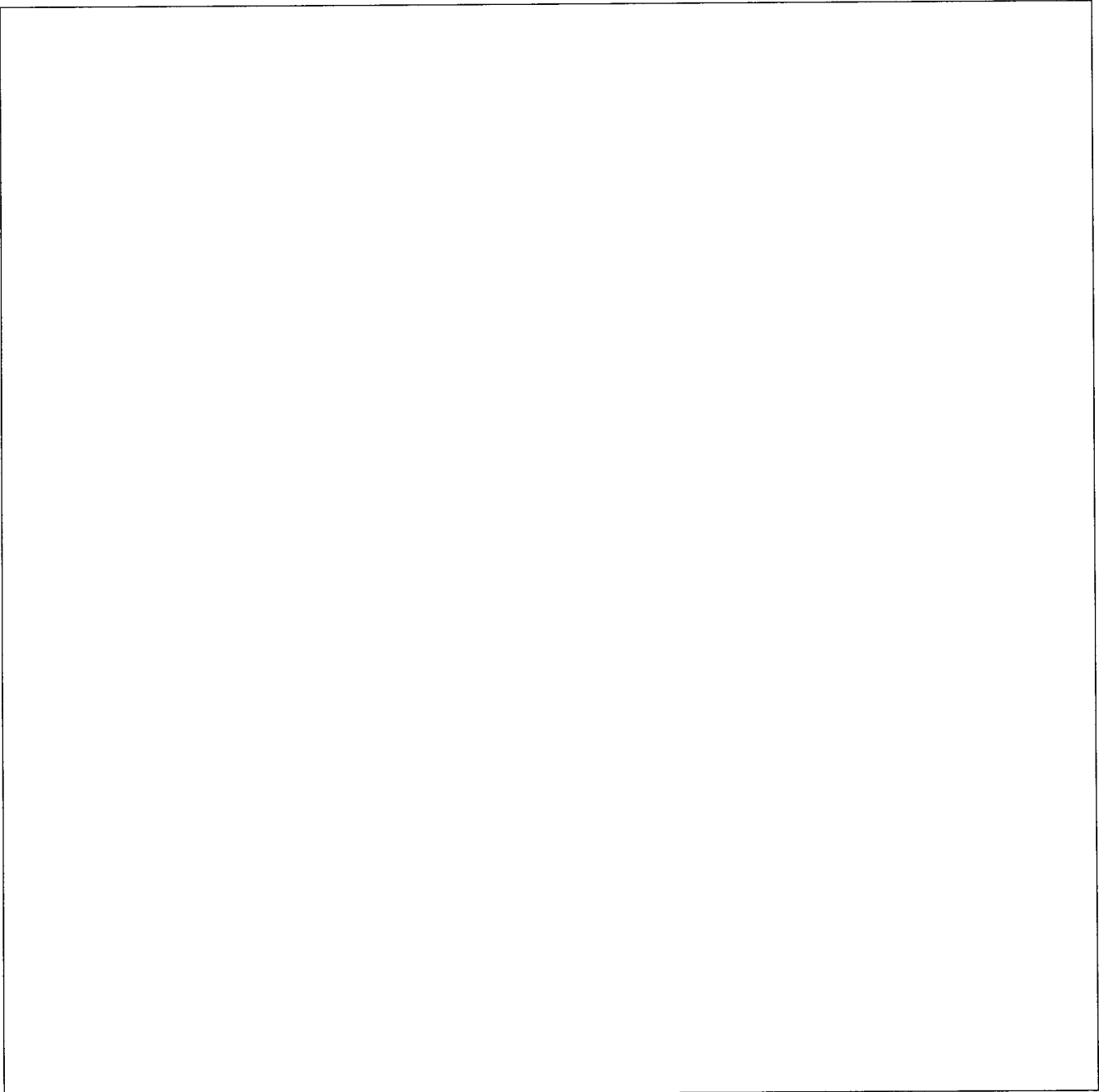
Clerks Office Use Only:

Fee \_\_\_\_\_ Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

**EVENT NAME** \_\_\_\_\_  
**DIAGRAM OF THE EVENT SITE**

A detailed map of the event site **MUST** be drawn here or attached to this application.  
The following must be identified and labeled (Do not use color to identify these references, as it will not photo copy)

1. The site of the event (label streets, etc.)
2. Barricades (if known)

A large, empty rectangular box with a thin black border, intended for drawing a detailed map of the event site. The box is currently blank.