



**STREET CLOSURE PERMIT APPLICATION PURSUANT TO  
CHAPTER 12 OF THE MUNICIPAL CODE OF THE CITY OF PAOLA.**

Any street closures requested by a licensee or which are necessary as part of a community event or temporary entertainment district application must be approved by the City Manager prior to the issuance of the Community Event Permit by the Special Events Coordinator(s).

Name of Event: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

Date(s) and time(s) of event (application must be received 30 days prior to event): \_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

\_\_\_\_\_

**Required Attachments:**

- ☐ The applicant will provide a sketch of the street area indicating the area to be closed and the location of all properties adjacent to the area being closed.
- ☐ The applicant is responsible for attempting to secure the cooperation of all property owners/residents affected by the street closing and will provide proof that all property owners/residents have been notified by attaching to the application a statement signed by all affected property owners/resident listing the name, address and telephone number of the person contacted expressing their approval or disapproval of the street closure. Failure to notify any property owners/residents may result in the denial of the application or require a change in the scheduled closing date.

Note: The licensee and any drinking establishment serving, selling or distributing alcoholic liquor on city streets or sidewalks which have been closed pursuant to this section, as a temporary entertainment district, shall meet with the community event coordinator and city staff, no less than seven (7) days prior to the event, to review security plans and procedures to be utilized by the vendors relating to the sale and consumption of alcoholic liquor.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

☐ Approve Request ☐ Deny Request

By: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Date Fees/Deposit Paid: \_\_\_\_\_

Review Criteria:

- A. The event will not obstruct the operation of emergency vehicles or equipment in or through the permit area;
- B. The proposed event does not present a safety, noise, or traffic hazard;
- C. The proposed event conforms to regulations regarding the use or allowable number of participants for the proposed venue, location, or site; and
- D. The proposed event does not violate any provisions of the Code of the City of Paola, the laws of the State of Kansas or the laws of the United States.
- E. If the proposed event is to occur on park property, the event conforms to regulations of the City of Paola.
- F. Such street closures have been approved by the City Manager.

Comments:

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