

An event producer who wants to host an event that will involve closing a public right-of-way or involve a state-maintained right-of-way (street, sidewalk or alley) must request permission from the City of Tempe Transportation office at least (60) days before an event. In addition, ADOT will require an application for an encroachment permit if freeway ramps or right-of ways are closed (see below for instructions on how to obtain ADOT permits). Street closings and placement of barricades/signage on City of Tempe streets and rights-of-way must be coordinated with and approved by the following city departments: Traffic Operations, Police Department's Traffic Unit and the Transportation Department. If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.

All signage and barricades must comply with the Manual of Uniform Traffic Control Devices. To ensure that event producers are in compliance, the City of Tempe, or an approved barricade company, will be responsible for placement and removal of all barricades and signage before and after an event. Event producers will be invoiced for all costs incurred to rent, insure, and transport barricades to and from an event site. Should a private barricade company do the barricading; the company must submit a traffic control plan to the Transportation Division for review. The staffing of traffic control work shall be determined by the City of Tempe Transportation Division, Traffic Operations and Tempe Police.

The City of Tempe may request that event promoters notify affected businesses and/or residents if an upcoming event will require street closing(s) and/or send a Street Closing press release and camera-ready Site Map to all media at least two weeks prior to an event.

Listed below are the procedures to request a road closure and/or barricades:

To request a road closure and/or barricades, submit a Special Event Application to the Special Events Office a minimum of 90 days prior to your event indicating your road closures and/or barricades. Street closures and restrictions will be reviewed on a case by case basis. This information will be sent to the Special Event Task Force Committee for their review. In addition, you must submit a detailed Site Map (email, fax, or mail) showing where barricades and signs will be placed at the event to:

Questions should be directed to:

Public Works Department-Transportation Division
Contact - Shelly Seyler
Phone: 480-350-8854
Email: shelly_seyler@tempe.gov

Obtain ADOT permits: www.azdot.gov/highways/districts/Phx_maintenance/permits.asp or call 602-712-7521.

The forms that will be needed are:

- Instruction sheet and drainage requirements
- Encroachment Permit (The encroachment permit will print out as two sheets, but must be turned in two-sided).

The following paperwork must be submitted 4-8 weeks prior to the event.

- Encroachment Permit (the event promoter is the encroachment owner)
- The drainage requirements need to be turned in, but if it does not apply to your event, place N/A in all needed slots.
- Certificate of insurance (the requirements are on the instruction sheet).
- 5 sets of traffic plans (obtain from City of Tempe Transportation Department)