



**City of Corpus Christi
Department of Engineering Services
Traffic Engineering**



**APPLICATION FOR
TEMPORARY CLOSURE OF STREET(S) PERMIT**

1. Name of Organization Sponsoring Event: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Date of Event	Start Time	End Time
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2. Name of Proposed Event: _____

3. Date of Planned Event: _____

4. Key Contact Individual _____ Phone #: _____

5. Street(s) Requested for Closure, Dates and Times of Day: - **DESCRIBE**

6. Purpose of Event and Detailed Description of Activities Planned:

7. List foods and beverages to be served:

8. Services Requested by the City:

9. Attach a diagram illustrating in detail the location of booths, stages, restrooms, first-aid stations, etc., that will be included in the event.
10. Enclose a check or money order for \$200 to cover administrative costs of handling application, payable to the City of Corpus Christi (City Ordinance #20463, 9/20/88). There is also a \$100.00 Refundable Deposit that is now required.
11. **Attach an official letter of transmittal requesting approval of the event at least (30) day prior to the event date.**
12. In consideration of obtaining a permit to close a City street for a public event, the applicant or sponsoring organization agrees to comply with the following applicable conditions:
- A. Admittance to said event shall be free;
 - B. All profits derived from the event shall be for charitable causes;
 - C. Pay the City four-percent (4%) of the gross receipts derived from event, or reimburse the City for all costs incurred by the City in support of said event. Accurate financial records shall be maintained and payment shall be made to the city within sixty (60) days after the event ends.
 - D. *Provide and maintain an insurance policy with the limits and requirements shown on the attached Exhibit "A".
 - E. *Completion of Indemnification Agreement;
 - F. *Provision of a traffic control plan for event, to be coordinated with the Traffic Engineering Division and Police Department. The City shall be reimbursed for its installation of all traffic signage and barricading determined by the City to be necessary for safe control of the event.
 - G. *Require written notice and notice to be given to tenants and building managers; and posting of same inside entrances to multi-tenant buildings. This notice is to be furnished and posted a minimum of 2 week prior to the required City Council meeting at which the motion to approve the Temporary Street Closure permit will be considered.
 - H. Provide adequate number of restroom facilities to accommodate the anticipated public;
 - I. Obtain the appropriate alcohol and food permits required by State and Local authorities, at least two (2) weeks prior to the event;
 - J. All security other than perimeter traffic control shall be provided by sponsor; security shall consist of off-duty City Police officers, or other type security officially approved by the City.

- K. All construction of booths, stages, displays, electrical services and plumbing shall comply with City Codes. The final layout of booths shall be approved by the Director of Parks and Recreation;
- L. Provide for potable water within the event site;
- M. Provide first-aid stations;
- N. Provide continuous cleaning of the site during the event and return it to pre-event condition after event ends;
- O. Restore any damaged City property promptly after event ends;
- P. Coordinate all phases of event with appropriate City departments to insure a safe and successful event;
- Q. Vehicles shall be prohibited from parking on grass areas within the street right-of-way.
- R. No obliteration or defacing of the street surface or sidewalk; except by chalk markings;
- S. All City Noise Abatement Ordinances shall be complied with;
- T. Allow for the free passage of emergency vehicles into event area in case of emergency;
- U. Carnival-type rides will not be permitted.
- V. Building and Electrical permits for a temporary promotional event, associated construction and Certificate of Occupancy are required.

***Evidence that these conditions have been met must be presented to the City Traffic Engineer prior to the request being submitted to the City Council for final approval.**

Event Chairman/Organizer Signature

Sponsoring Organization

Date Submitted

For more information please contact:

The City of Corpus Christi, Traffic Engineering Division at:

Ph: 361-826-3547 • Fax: 361-826-3545

1201 Leopard St. Corpus Christi TX 78401 • PO Box 9277 Corpus Christi, TX 78469-9277

INDEMNITY AGREEMENT

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF NUECES

WHEREAS, Section iii of said standards, entitled Procedure and Permit Requirements, requires a contractor for a permit to close or block any part of a roadway to file a statement with the Director of Engineering Services Traffic Engineering Division indemnifying in the city against all claims or causes of action by reason of or arising from the closing or blocking of the roadway pursuant to a permit issued by the City.

Now, therefore, in consideration for the issuance of a permit to the undersigned by the City of Corpus Christi, for the purpose of barricading, blocking or closing a street, alley or other public right-of-way in said City, said permit applicant agrees to indemnify and safe harmless and defended the City of Corpus Christi, its agents and employees from any and all claims, lawsuits, demands, liabilities, losses or expenses, including court costs and reasonable attorney=s fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damages to any property which arise or may be alleged to have arisen directly or indirectly, as a result of the granting of this permit.

The Contractor, during the term of operations specified in this Public Right-of-Way Blockage Permit, will provide and maintain at the Contractor expense, Comprehensive General Liability Insurance coverage with a Contractual Liability endorsement and with minimum limits of **\$1,000,000 Combined Single Limit for large events or \$500,000 for small events** as required by the Risk Manager of the City of Corpus Christi pursuant to Ordinance #19277. The City of Corpus Christi will be named as **Additional Insured** on the policy. Evidence of required insurance coverage with a Certificate of Insurance furnished to the Traffic Engineering Division prior to the proposed blockage under this permit.

Witness my (our) hand(s) this _____ date of _____ 20 _____

Permit Applicant Signature

Company Name

EXHIBIT A - INSURANCE REQUIREMENTS

I. PERMITTEE'S LIABILITY INSURANCE

- A. Permittee must not commence work under this agreement until all insurance required herein has been obtained and such insurance has been approved by the City. Permittee must not allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained.
- B. Permittee must furnish to the City's Risk Manager, Certificate of Insurance, showing the following minimum coverage by insurance company(s) acceptable to the City's Risk Manager. The City must be named as an additional insured for the General Liability policy and a blanket waiver of subrogation is required on all applicable policies.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
30 day written notice of cancellation, non-renewal, material change or termination is required on all certificates	Bodily Injury and Property Damage Per occurrence aggregate
COMMERCIAL GENERAL LIABILITY including: <ol style="list-style-type: none"> 1. Commercial Form 2. Premises – Operations 3. Underground Hazard 4. Products/ Completed Operations Hazard 5. Contractual Liability 6. Broad Form Property Damage 7. Independent Contractors 	\$1,000,000 COMBINED SINGLE LIMIT

- C. In the event of accidents of any kind, Permittee must furnish the Risk Manager with copies of all reports of such accidents within 10 days of any accident.

II. ADDITIONAL REQUIREMENTS

A. Certificate of Insurance:

- The **City of Corpus Christi** must be named as an **additional insured** on the General liability coverage and a blanket waiver of subrogation in favor of the City is also required.
- If your insurance company uses the standard ACORD form, the **cancellation clause** (bottom right) **must be amended** by adding the wording "changed or" between "be" and "canceled", and deleting the words, "endeavor to", and deleting the wording after "left". In lieu of modification of the ACORD form, separate policy endorsements addressing the same substantive requirements are mandatory.
- The **name of the project** must be listed under "Description of Operations".
- At a minimum, a **30-day written notice** of cancellation, material change, non-renewal or termination is required.

2008 Street Closure Permit ins. req.
5-8-08 ep Risk Mgmt.

Risk Management Representative

Approved Insurance Date

DIVISION 2. TEMPORARY CLOSURE OF STREETS

Sec. 49-15. Permit required; application.

No streets shall be closed temporarily nor shall any street right-of-way be used in such a manner as to impede the free flow of traffic without the issuance of a permit by the city as provided herein. Any sponsor of an event desiring to close one (1) or more streets for said event shall make application there for on forms furnished by the city containing such information as the city may require including, but not limited to, the date and location of the event, the name of the sponsoring organization, the purpose of the event, and a diagram illustrating the street or streets to be closed and the layout of activities. The application must be submitted at least twenty (20) working days prior to the event and must be accompanied by an application fee as hereinafter provided to cover administrative costs.

(Ord. No. 17651, § 1, 6-15-1983; Ord. No. 20463, § 1, 9-20-1988)

Sec. 49-16. Issuance of permits; classification of events.

Upon the review and recommendation of the application by the city, permits may be issued for the temporary closure of a street or streets in the following manner:

- a) **Neighborhood events.** For neighborhood events at which no admission is charged and no items are sold and which require the closure of residential neighborhood streets for less than twelve (12) continuous hours, permits may be granted by the city manager or his designated representative. Notice of the granting of such permits shall be provided the city council. A permit application fee of one hundred ten dollars (\$110.00) is required for such events.
- b) **Small events.** For small events which require the closure of one (1) or more minor streets adjacent to churches, schools, or other public institutions, not involving extensive detouring of traffic and not requiring closure for more than twelve (12) continuous hours, permits may be granted by the city manager or his designated representative. Notice of the granting of such permits shall be provided the city council. For the purposes of this section, the term "minor streets" shall mean any streets other than arterial and collector streets as classified on the urban transportation plan. A permit application fee of two hundred dollars (\$200.00) is required for such events.
- c) **Large events.** For all other events, which shall be treated as large events, including, but not limited to, events which require the closure of one (1) or more major streets or involve more extensive detouring of traffic, permits may only be issued by the city manager upon the approval of the city council expressed by motion. A permit application fee of two hundred dollars (\$200.00) is required for such events.

(Ord. No. 17651, § 1, 6-15-1983; Ord. No. 20463, § 2, 9-20-1988; Ord. No. 027349, § 5, 7-24-2007)

Sec. 49-17. Conditions and requirements for permit.

Prior to the temporary closure of any street, the sponsor must agree to comply with the conditions and requirements for such temporary closure imposed by the city including, but not limited to, the following:

- a) All events shall be open to the public and admission shall be free.
- b) All profits derived from the event shall be used for charitable purposes.
- c) Insurance policies naming the city as an additional insured shall be obtained with minimum coverage for small events of five hundred thousand dollars (\$500,000.00)/five hundred thousand dollars (\$500,000.00)/one hundred thousand dollars (\$100,000.00)