

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT B

## ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

**\*For purposes of this application, Public Right-Of-Way is defined as any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.\***

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

### STREET CLOSURES OR RESTRICTIONS

**Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.**

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St	_____	_____	Arlington Ave	from _____	to _____	_____	_____
Ryland St to Pine St	_____	_____	Lake St	from _____	to _____	_____	_____
Pine St to Court St	_____	_____	Wells Ave	from _____	to _____	_____	_____
Court/State St to Mill St	_____	_____	Center St	from _____	to _____	_____	_____
Mill St to First St	_____	_____	Sierra St	from _____	to _____	_____	_____
First St to Second St	_____	_____	First St	from _____	to _____	_____	_____
Second St to Commercial Row	_____	_____	Second St	from _____	to _____	_____	_____
Commercial Row to Third St	_____	_____	Commercial Row	from _____	to _____	_____	_____
Third St to Plaza St	_____	_____	Third St	from _____	to _____	_____	_____
Plaza St to Fourth St	_____	_____	Plaza St	from _____	to _____	_____	_____
Fourth St to Fifth St	_____	_____	Fourth St	from _____	to _____	_____	_____
Fifth St to Sixth St	_____	_____	Fifth St	from _____	to _____	_____	_____
			Sixth St	from _____	to _____	_____	_____

If your event involves a location other than or in addition to those listed on the previous page, select the right- of-way impediment(s) that applies to your event.

One-block street closure Location: \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

Lane closure Location (incl direction): \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

Sidewalk occupancy Location: \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

Other closure or use of public right-of-way (describe): \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

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ReTRAC Plaza\*– East (between Sierra St & Virginia St) Date(s)/Time(s): \_\_\_\_\_

ReTRAC Plaza\*– West (between West St & Sierra St) Date(s)/Time(s): \_\_\_\_\_

*\*Maximum uniform load is 125 pounds per square foot.*

### **STREET CLOSURE PRESS RELEASE**

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

### **PARKING / SHUTTLE**

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

**How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?**

**Where will event participants park?**

## IMPACTED NEIGHBOR NOTIFICATION

Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance table indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City’s Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

**Special Events Notification Diagram Example** – Check (✓) everyone you notified. List the addresses of the surrounding properties.



