

Street/Parking Lot Closure Request

Steps and Checklist

- A. The City of Rogers requires that the attached Street/Parking Lot Closure Request Form, any department specific forms, and applicable approvals must be presented to the Transportation Committee of the Rogers City Council at least **45 DAYS PRIOR** to the first day of the event. **A printed copy of the Transportation Committee approved Closure Request must be on site during the entire closure.**
- B. Contact the Police Department at (479) 621-1172 regarding approval from the Rogers Chief of Police.
- C. Contact the City Clerk at (479) 621-1117 to obtain the date of the Transportation Committee Meeting at which the request may be presented.
- D. Notice of the requested closure shall be provided to all property owners adjoining the part of the street or parking lot that is subject to the closure under the request. This notice shall be in writing and shall state the date and time of the requested closure, the location of the closure, and the date and time of the Transportation Committee Hearing during which the closure will be considered. Requestors must provide such written notice to adjoining property owners at least 15 days prior to the date and time of the Transportation Committee Meeting at which the closure will be considered. Such written notice may be hand delivered or mailed to the property owners via U.S. Postal Service. Please see attached sample notices for reference.

CHECKLIST

Successful applications will include the following when applicable:

_____ Signed approval from the Chief of the Rogers Police Department, or his designee.

_____ Obtain Transportation Committee hearing date/time from the City Clerk.

_____ Fully Completed Street/Parking Lot Closure Request Form and Indemnity/Hold Harmless Agreement to be presented to the Transportation Committee at least 45 days prior to the proposed event.

_____ Detailed diagram of the event/closure.

_____ Copy of Parade Permit Form issued by the Rogers Police Department (required if the event is a parade or motorcade).

_____ Notice to adjoining property owners (Section “D” above). A copy of this Notice must also be provided to the Transportation Committee at the hearing.

_____ If the purpose of the closure is for construction work, notification of all approved street closures must be provided to the City of Rogers Planning Department by 5:00p.m., three (3) business days prior to the start of work.