



## General Special Permit / Street Closing / Block Party Request

<b><u>For Office Use</u></b>	
Received by: _____	Date: _____
Approved ( <input type="checkbox"/> ) Denied ( <input type="checkbox"/> ) By: _____	Date: _____
Requesting Party Notified: Yes ( <input type="checkbox"/> ) No ( <input type="checkbox"/> )	Date: _____
CC Approved Requests:	
• Fire Chief	_____
• FM Ambulance	_____
• Street Department	_____
• Dispatch	_____
• Police Supervisor	_____
• City Traffic Engineer	_____
• Mat Bus	_____

### Contact Information

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

Business / Organization (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPLICATIONS MUST BE SUBMITTED 45 DAYS PRIOR TO EVENT**

Description of proposed event including date, times and estimated number of people attending. If the proposed event is a parade, you must indicate the number of vehicles, animals and/or other special equipment. When applicable include a diagram or map.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Does your event require a street closing? *If yes, answer below.*

Street and specific block you would like to close: \_\_\_\_\_

*If you are requesting to block a street, two barricades at each end of the block will be required to discourage vehicular traffic. The requesting party is responsible for making arrangement through the City of Fargo Street Department for FOUR barricades by calling (701) 241.1453.*

Do you need barricades at your special event? Yes ( ) No ( )

History

Have you ever been denied any permit by the City of Fargo during the past five (5) years?

Yes ( ) No ( ) If yes, give a brief description of the circumstances:

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Insurance

The City of Fargo requires certain events to obtain insurance *prior to approval*. Those events include parades and/or other mobile events utilizing City of Fargo streets, events open to the public with the expectation of a large number of attendees, events including exotic animals and any other events deemed necessary by the City of Fargo.

Does your event require insurance? Yes ( ) No ( ) If yes, fill out the below information.

As a condition of the permit, the applicant shall:

- Procure and maintain insurance, which includes the City of Fargo as named insured or additional named insured.
- This insurance will need to provide the level of coverage that the City of Fargo determines to be necessary and adequate under the circumstances.
- Proof of insurance shall be submitted to the City of Fargo at least 10 days prior to the event.

Insurance Company: \_\_\_\_\_

Policy Holder: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Proof of Insurance submitted? Yes (  ) No (  )

Waiver

By signing you are verifying you understand and agree to abide by the bulleted points listed below:

- Requests to close major thoroughfare may not be approved.
- No bands or amplified music will be allowed at block parties.
- The applicant has a copy of the General Special Permit / Street Closing / Block Party Request procedure of the City of Fargo, and is familiar with the conditions and requirements set forth and contained therein.
- The applicant is familiar with the questions, answers and information as now appears in this completed application and that the answers and information are, to the applicant's knowledge, true, correct and complete.
- The applicant, if granted a Special Event Permit, will obey and comply with the City of Fargo Special Event Permit requirements and any amendments which may be made.

*I hereby agree to indemnify the City of Fargo from any claims arising from events or activities under the permit.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return completed applications to:**

City of Fargo Engineering Department

Mail: 200 3<sup>rd</sup> Street North, Fargo, ND 58102

Email: [feng@fargond.gov](mailto:feng@fargond.gov)

Fax: 701.241.8101