# 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				
Pine St to Court St			Wells Ave	from	to			
Court/State St to Mill St			Center St		to			
Mill St to First St			Sierra St				· <del></del>	
First St to Second St			First St		to			
Second St to Commercial Row			Second St		to			
Commercial Row to Third St			Commercial Row		to			
Third St to Plaza St			Third St		to			
Plaza St to Fourth St			Plaza St		to			
Fourth St to Fifth St			Fourth St		to			
Fifth St to Sixth St			Fifth St					
			Sixth St		to			

If your event involves a location other than or in addition to those listed on t event.	he previous page, select the right- of-way impediment(s) that applies to your			
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):			
☐ ReTRAC Plaza*– East (between Sierra St & Virginia St)	Date(s)/Time(s):			
ReTRAC Plaza* – West (between West St & Sierra St) *Maximum uniform load is 125 pounds per square foot.	Date(s)/Time(s):			
If your event involves a street or sidewalk closure or restriction of any kind	E PRESS RELEASE , you must prepare and attach to this permit application a draft press release ggested alternate routes. This release must have a contact name and phone			
PARKING A While special events are a benefit to local residents, they can also severel hometown.	/ SHUTTLE y impact traffic, parking and disrupt citizens' ability to travel around their			
How do you intend to lessen the impact of your event (traffic/parking) o	n local businesses and residents?			
Where will event participants park?				

#### IMPACTED NEIGHBOR NOTIFICATION

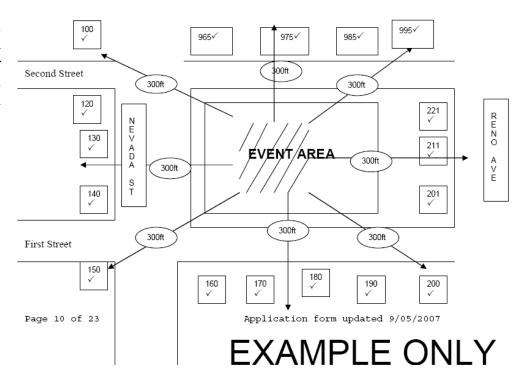
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the <u>outer perimeter</u> of the event involving a street closure or lane restriction (as marked by fencing or entrance 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 ( $\checkmark$ ) everyone you notified. List the addresses of the surrounding properties.



## IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET

 $(\underline{MUST}$  be completed at least 30 days prior to the event)

Event Name:								
Event Date:		Anticipated N	Anticipated Number of Attendees:					
Event Location:								
<u>Name</u>	<u>Address</u>	Business Name	<u>Do you have any special issues?</u> (Please state)					
_								