

CITY OF NEW ORLEANS
DEPARTMENT OF PUBLIC WORKS
City Hall, Room 6W03
Phone: 658-8040 Fax: 658-8007

STREET CLOSURE PERMIT
FOR NON-COMMERCIAL PURPOSES

The Department of Public Works is authorized by Section 146-583 of the Code of the City of New Orleans to issue permits to individuals or organizations to temporarily close city streets for NON-COMMERCIAL PURPOSES. The Director of Public Works is authorized by this law to collect a \$40.00 application fee and \$90.00 permit fee per block (\$310.00 in the CBD and \$615.00 in the Vieux Carré and on Canal Street) and impose conditions for issuance. Please allow ten days for processing.

Other departments and agencies involved in this process, which are to receive notification of all street closure requests include the following:

- New Orleans Police Department
- Department of Public Works
- Department of Parks and Parkways
- Department of Sanitation
- Department of Safety and Permits
- Department of Finance
- Department of Property Management
- Regional Transit Authority
- Department of Fire

These conditions include, but are not limited to, the following:

1. The approval of the NOPD Captain of the district in which the event is to take place. If the NOPD Captain will not approve the event, Public Works **will not** issue a permit.
2. A petition stating that there are no objections to the proposed closure must be signed by 100 percent of the residents, property owners or property managers occupying both sides of the block to be closed. Include: names, addresses and phone numbers. (Attachment A)
 - If the street contains a neutral ground (median), the Director of the Department of Parks and Parkways must be contacted in writing to obtain written approval of the closure. (Parks and Parkways, 2829 Gentilly Blvd, New Orleans, Louisiana, 70122, 658-3200).
 - If the Street borders City property, the Department of Property Management must be contacted at 658-3600 to obtain written approval of the closure.
 - If the street is on an RTA bus route, Department of Public Works will contact the RTA for approval and written agreement must be obtained for RTA to re-route the buses. E-mail notification is acceptable.

- If the street contains parking meters, rental of these meters must be arranged with the Parking Division of the Department of Public Works at 658-8200. A copy of the receipt must be submitted at the time of application.
 - If the street contains a taxi or carriage stand, the Taxicab Bureau of the Department of Safety and Permits must be contacted at 658-7102 to obtain a written agreement to relocate the stand.
3. The Services of at least two (2) New Orleans Police Department Officers must be enlisted for traffic control. The names, unit of assignment, badge numbers and current phone numbers of the officers hired must be submitted at the time of application. (Arrange through District Captain or contact NOPD Special Operations at 658-6205) **NOTE; ONLY NOPD OFFICERS ARE AUTHORIZED TO CLOSE A PUBLIC STREET. (SHERIFF'S DEPUTIES OR SECURITY GUARDS ARE NOT ACCEPTABLE.)** If the NOPD has determined that additional officers are required due to number of attendees, location or unique security issues, they will notify the Department of Public Works as soon as possible and it will be the responsibility of the applicant to arrange for the extra security.

The applicant must arrange for pre-approved traffic control devices (barricades, signs, etc.) as required by the Department of Public Works. Barricades are free of charge if the event organizers arrange for the pickup and return to the N.O.P.D. (a deposit will be required.)

The applicant must also agree to any further requirement that may be imposed by the Department of Public Works.

All documents required above, the application fee and the fee per block, must be taken to the Department of Public Works, Room 6W03 of City Hall to apply for the street closure permit ten working days prior to the event. (The following forms of payments are acceptable: cash, money order, business or traveler's check – payable to the City of New Orleans).

F. NOPD officers must be employed to control traffic and protect the public during the permitted period. This permit may be rescinded by same police if public order is not kept. The absence of NOPD officers voids this permit.

Name _____ Badge # _____ Unit Assigned _____ Phone _____
Name _____ Badge # _____ Unit Assigned _____ Phone _____

G. The City of New Orleans accepts no liability in connection with this event.

H. This authority does not permit deviation from other provisions of the City Code.

I have read, fully understand and agree to all provisions. I understand that non-compliance can result in the revocation of this permit.

Signature: _____

Date: _____

*******BELOW FOR OFFICIAL USE ONLY*******

Date Received _____ Fee _____ Date Paid _____ Method of Payment _____

Permit Application: Approved _____ Denied _____ Date _____

Permit # _____ Reviewed by _____

**CITY OF NEW ORLEANS
DEPARTMENT OF PUBLIC WORKS
HOLD HARMLESS AGREEMENT**

For the temporary use of _____ between
(street name)

_____ and _____
(street name) (street name)

To Whom It May Concern:

We the undersigned, agree to save and hold harmless, the City of New Orleans from all cost and damage to any person and or property which is caused by any activity, condition or event arising out of temporary use of the above street, for the purpose of

_____ on _____ from
_____ to _____.

We also agree to comply with the provisions set forth in Permit Number _____ dated _____.

We are also aware that the typical insurance policy may not provide us with coverage for accidents that may occur off our private property and in the public right-of-way.

Signed: _____

Date: _____

**DEPARTMENT OF PUBLIC WORKS
BLOCK PARTY PETITION FORM (ATTACHMENT A)**

I, _____, domiciled at _____, certify that all heads of households of local residences and/or local
 (Name) (Address)

business owners shown below have been contacted with this petition regarding their approval for the closure of the _____ block of _____
 (Block #) (Street Name)

between _____ and _____ for a block party and/or (specify) _____ from _____ to _____.
 (Street Name) (Street Name) (Event) (Date) (Start Time) (End Time)

Printed Name & Signature	Owner (O) Manager (M) Resident (R)	Phone #	Address	Approve (A) Disapprove (D)
PRINT: SIGN:.....				
PRINT: SIGN:.....				