The City of Wilmington

LOUIS L. REDDING - CITY/COUNTY BUILDING, 800 N. FRENCH STREET, WILMINGTON, DE 19801

www.WilmingtonDE.gov

PLEASE PRINT OR TYPE

CITY OF WILMINGTON, DELAWARE
STREET CLOSING PERMIT

PERMIT # _____

APPLICANT: _____ BUSINESS PHONE: _____

COMPANY: _____ ADDRESS: _____

_____

CITY: _____

APPLICATION DATE: _____ STATE: _____ ZIP: _____

The Commissioner of Public Works and Chief of Police offer no objection to the closing of the streets indicated on the dates and times as specified, subject to the understanding that the City of Wilmington **IS NOT RESPONSIBLE FOR INJURY, LOSS, EXPENSE OR DAMAGE THAT MAY BE CAUSED TO ANY PERSON OR PERSONS, OR PROPERTY, WHOSOEVER AND/OR WHATSOEVER BY REASON OF OR IN ANY MANNER CONNECTED WITH THE USE OF SAID STREET FOR THE STATED PURPOSE.** And, further subject to the specific requirements listed below:

1. This permission is granted subject to the understanding that the City Department of Public Works will not supply barricades and/or other traffic controls.

2. The barricaded portion of the streets specified shall, in case of fire or emergency of any nature, be made available as directed by the Department of Police.

3. The applicant shall install and maintain a DelDot Case _____ Maintenance of Traffic (MOT) Plan, per attached drawings, meeting all requirements of the Delaware Manual **TRAFFIC CONTROLS FOR STREET AND HIGHWAY CONSTRUCTION AND MAINTENANCE OPERATIONS**.

4. The signature, company, and telephone number of the person supplying the signs and barricades per the approved MOT plan is required.

   a. Name _____
   b. Company _____
   c. Telephone No. _____

5. This permit shall not in any way relieve you from your responsibilities to obtain any other permits, licenses, etc. that may be required by other government and/or City agencies.

6. This permit may be canceled at any time for failure to comply with the specific requirements listed, or when it is deemed in the best interest of the City of Wilmington.

7. If parking is to be removed, the applicant must install suitable temporary “No Parking” signage 24 hours prior to the street(s) being closed. Applicant must remove temporary "No Parking" signage after street(s) are reopened.

8. In order to provide for the public's safety, the applicant agrees to provide, at his expense, any police protection deemed necessary by the Chief of Police.

9. The application will not be processed unless submitted 14 days prior to the scheduled event.

10. In the event of a cancellation, the applicant must notify the Wilmington Police Department's Communication Center (571-4524) four (4) hours prior to the scheduled start time.

11. Submit completed forms and any related documentation to the following: Steven Weber (sgweber@wilmingtonde.gov) and Sgt. Brianna Rodrigues (Brianna.Rodrigues@cj.state.de.us)

STREET CLOSED: _____

DATE STARTED: _____ DATE END: _____

TIME STARTED: _____ TIME END: _____

ROADWAY WIDTH REQUIRED: _____ FT.

PURPOSE: _____

If a crane of any type shall be placed on the City's right-of-way, the information listed below shall be required:

GROSS WEIGHT: _____LB. BOOM LENGTH: _____

TRAVEL WIDTH: _____FT. OUTRIGGER WIDTH: _____ FT.

WILMINGTON POLICE DEPARTMENT

COMMENTS: _____

_____

_____

APPROVED:_____ DATE: ———— (Public Safety)

_____ DATE:_____ (Public Works)

In case of a street closing application for a block party the following minimum rules shall apply.

Estimated Number of People Attending Event: _____

The applicant shall hire off-duty Wilmington Police Officers when required in accordance with the following chart.

People in Attendance	**Police Officers Required**
00 - 99	0
100 – 199	1
200 - 299	2
300 - 400	3

Street closing permits for block parties shall be issued only for block parties between 9 a.m. and 10 p.m.

The applicant shall include a petition of effected residents on the form provided by the city. The petition must indicate a 70% approval rate by effected residents.

PLEASE PRINT OR TYPE

PERMIT #: _____

CITY OF WILMINGTON, DELAWARE
PARADE APPLICATION AND PERMIT

APPLICATION DATE: / /	TYPE: Procession ( ) Run ( ) Parade ( )	
SIGNATURE OF APPLICANT	MAILING ADDRESS (+ TOWN + ZIP)	TELEPHONE #

ORGANIZATION:	ADDRESS:

OFFICERS/TITLE	NAME	ADDRESS	TELEPHONE #
CHAIRPERSON			

INITIAL DATE	RAIN DATE	ASSEMBLY TIME	STARTING TIME	ENDING TIME	ASSEMBLY LOCATION
/ /	/ /	a.m./p.m.	a.m./p.m.	a.m./p.m.	

EVENT'S PURPOSE:

PORTION OF PUBLIC PLACE OR RIGHT-OF-WAY TO BE OCCUPIED:

LENGTH OF PROCESSION BODY:

INTERVAL OF SPACE BETWEEN PROCESSION UNITS:

ESTIMATED NUMBER OF PEOPLE PARTICIPATING:

NUMBER OF RESPONSIBLE ADULTS TO MONITOR EVENT:

MARCHING UNITS		MOTOR VEHICLES		FLOATS		ANIMALS	
NAME	#	DESCRIPTION	#	DESCRIPTION	#	TYPE	#

FEE: $3.00 CASH ☐ CHECK ☐	**RECIEPT #**

ROUTE OF EVENT			
STREET NAME	**BEGINNING AT**	**DIRECTION**	**ENDING AT**

RULES AND REGULATIONS:

1. If the event is designed to be held by, on behalf of, or for any person other than the applicant, the applicant must file with the Director a letter from such person authorizing the applicant to apply for the permit on his/her behalf.

2. The volume of sound permitted to be emitted from sound trucks or bullhorns must be fixed and not variable.

3. That a procession continue to move at a fixed rate of speed and that any willful delay or willful stopping of said procession, except for specific stops permitted by the permit, shall constitute a violation of the permit.

4. The application must be submitted 21 working days prior to the event.

5. The application will not be processed, unless payment is enclosed.

6. In case of cancellation, the applicant agrees to give eight (8) hours' notice before the planned starting time.

FOR OFFICIAL USE ONLY

COMMENTS: _____

_____

_____

_____

APPROVED: _____ **DATE:**_____**(Public Safety)**

_____ **DATE:**_____**(Public Works)**

PLEASE PRINT OR TYPE **PERMIT #: _____**

CITY OF WILMINGTON, DELAWARE
STREET CLOSING PERMIT

BLOCK PARTY
(Including the Removal of Parking in the Block)

PETITION OF PROPERTY OWNERS
(within the block(s) to be closed)

NAME	*ADDRESS*	*SIGNATURE*	*DATE*	*FOR/AGAINST*

Note: Signatures Must be Obtained Within 30 Days Prior to the Event