



# SPECIAL EVENTS LARGE SCALE STREET USE PERMIT

Sound Permit Included

*Closing more than 3 blocks  
Required 60 days prior to event*

Fee: \$150 (non-refundable)

<b>NAME OF EVENT:</b>  <b>EVENT DATE(s) and Time(s):</b>	<b>ESTIMATED ATTENDANCE:</b>
<b>APPLICANT INFORMATION:</b>	
<b>Name:</b> <b>Address:</b> <b>Phone #:</b> <b>Email:</b>	
<b>New Event: YES / NO</b> <b>How many years in Fitchburg: _____</b>	
<b>SPONSORING ORGANIZATION (if applicable):</b>	
<b>Name of Organization:</b> <b>Address:</b> <b>Email:</b> <b>Website:</b>	
<b>SOUND PERMIT INFORMATION:</b> <b>Type of Equipment being Used:</b>  <b>Location of Sound Equipment:</b>  <b>Time(s) for Amplified Sound: ____:____ to ____:____</b>	<b>NAME(s) OF EVENT DAY CONTACT:</b> <b>Name: _____ Phone #: _____</b> <b>Name: _____ Phone#: _____</b> <b>Name: _____ Phone#: _____</b>
<b>REQUIRED INFORMATION (must be attached with application at time of submittal):</b> Site Plan <input type="checkbox"/> Security Plan <input type="checkbox"/> Route Map (proposed) <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Schedule of Events <input type="checkbox"/> Park Reservation, Permit # _____	
<b>Proof of Insurance</b> <input type="checkbox"/> (required 10 days prior to event)	

Additional permits are required for the following activities (applications available on website & Clerk's office):

- Sale of beer and/or wine - Class "B" Picnic Beer/Wine License - \$10**  
 Temporary operator licenses also required - \$10 each

I, \_\_\_\_\_ (applicant or agent) declare under penalties of law that the information provided in this application is true and correct to the best of my knowledge.

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*SEE REVERSE SIDE OF APPLICATION FOR BARRICADE INFORMATION\*\***

**Return completed application and application fee to:  
 City of Fitchburg, 5520 Lacy Road, Fitchburg, WI 53711**

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 Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Pre-Meet Approvals \_\_\_\_\_ Date: \_\_\_\_\_  
 Pre-Meet Approvals \_\_\_\_\_ Date: \_\_\_\_\_

## BARRICADE INFORMATION

If traffic control devices are required for this event, the City may have a supply available for community events. These signs and barricades are designed to be light weight to be handled easily by an adult. The sponsor of the event is responsible for picking up the required equipment and placing at the locations of the approved traffic control plan. The equipment is available at the City maintenance facility at 2373 S. Fish Hatchery Rd from 7 AM to 3 PM. To Reserve Barricades: Contact Public Works/Street Department at [mark.hodel@fitchburgwi.gov](mailto:mark.hodel@fitchburgwi.gov) – please include “Special Events Barricades” in the subject line.

## NO PARKING INFORMATION

If “No Parking” signs are being used, they must state the hours of event and be removed by event coordinator immediately upon completion of event.

## Events/Street Use Checklist

Please use this checklist to prepare and provide the requested information for your event. Some items may not be applicable to your event.

- Name of the route coordinator with day of event cell phone number
- At least two (2) Event Day contacts with cell phone numbers
- Schedule of events including the following:
  - Setup including address of start and finish locations
  - Registration
  - Event benchmarks
  - Cleanup
- A comprehensive site map indicating the following:
  - Location of the event
  - Location of tents or other temporary structures
  - Location of fencing with entry/exit points
  - Location of vendors and contact information
  - Location of participant and staff parking
- Route map indicating the following:
  - Route direction of participants
  - Location of course marshals/volunteers
  - Location of aid/water stations
  - Location and type of traffic management (cones, barricades, signage, detour routes)
    - Type III barricades may be available from the City of Fitchburg. Please contact Community & Economic Development @ [joyce.frey@fitchburgwi.gov](mailto:joyce.frey@fitchburgwi.gov) – please include “Special Events Barricades” in the subject line to reserve them. The barricades can be picked up at and returned to the City Maintenance Facility at 2373 South Fish Hatchery Road during normal business hours
- Confirmation that coordination has taken place with other jurisdictions along the event route such as county/state - roads/bike paths:
  - Chris James, Dane County Park Planner, 608-224-3763, [james@countyofdane.com](mailto:james@countyofdane.com)
  - Dane County Department of Public Works, Highway and Transportation (608) 266-4261
- Security plan indicating the following:
  - Name of private security company and their role
  - Number of security personnel and their hours
  - A description of what the security personnel will be wearing (i.e. uniform, etc.)
  - If alcohol is being served, who is responsible for checking ID's
    - If police service is requested or required, the costs for police service will be invoiced to the event organizer. Please provide the name and address to whom the invoice should be sent. All requests for police service will require a letter requesting the number of officers needed, the date and time the officers are needed, and the requested duties of the officers.
- A severe weather monitoring and notification plan indicating the following:
  - Who will be monitoring the weather
  - How will event attendees be notified of severe weather
  - What are the evacuation and shelter plans
- Share any other event contingency plans – these plans may include Emergency operations plan that addresses initial actions during an emergency (first-aid, defibrillator, fire extinguishers, dialing 9-1-1)
  - Disruptions to the route
  - Medical/first aid provider agreements
  - Suspicious packages, fires, or other public safety matters